

INSTRUCTIONS FOR THE APPLICANT 2011 DELTA MU DELTA SCHOLARSHIP PROGRAM

Your submission of an application packet to the Delta Mu Delta Scholarship Awards Program conveys your interest in furthering your education. Delta Mu Delta commends you for this and wishes you success. Below are the Basic Requirements that provide the rules of the program. Read this information carefully. You may submit earlier than a pending Induction Date.

It is practical to allow three to four weeks for your supporting documents to be completed. We suggest that you inform the college Registrar and the writers of your recommendations that you desire to mail their materials with your Application in one complete packet as requested. The transcripts and recommendations may be placed in sealed envelopes and included with your packet. In this manner, you will be sure that you are providing the Scholarship Judges with all necessary materials.

You will be judged on the basis of three criteria:

- 1) Academic Record and Performance
- 2) Leadership and Service to the Academic Institution and Community
- 3) Character and Ethical Behavior

***Optional:** you may describe any extenuating circumstances*

Remember that all questions on the Scholarship Application form must be answered. Provide a thorough response since the Scholarship Judges can only evaluate an application based on the information you've provided. Attachments should be provided to support or clarify the application (maximum of eight page sides total including application form).

It is your responsibility to make certain that the application, transcript(s), and a minimum of the two required recommendations are forwarded to the Scholarship Program postmarked between **March 1 and June 15, 2011.**

Basic Requirements

RULES:

1. Applications may be submitted by DMD members (or *who will become* members by the June 15th) who are undergraduate or graduate students of a school of business or a business program in a university or college where there is an active chapter or co-chapter of Delta Mu Delta. To be eligible, applicants must have completed at least 50% of the undergraduate program or more.
2. Awards are based on scholastic achievement, leadership qualities and character. Each of these criteria should be addressed in your application and recommendations. A student may win only one award per year through the Delta Mu Delta Scholarship Program and only one application may be sent to the Scholarship Program. It will be considered for all of the Society's scholarship awards and recognitions.
3. The DMD Scholarship Judges are appointed by the Society Board of Directors. The Scholarship Judges report their evaluations to the Committee which is solely responsible for granting the scholarships and Delta Mu Delta accepts the Committee's decisions as final.

4. Additional application materials may be obtained from the Delta Mu Delta website at: www.deltamudelta.org/scholarships
5. The completed application with documents and recommendations must be sent to:
SCHOLARSHIP PROGRAM, DELTA MU DELTA, 9217 BROADWAY AVE, BROOKFIELD IL 60513-1251
6. All application materials **must be postmarked no later than June 15, 2011**. This applies to all supporting documents, as well.
7. All Delta Mu Delta scholarship awards will be announced by **August 31, 2011**, and you and your faculty adviser will receive notification by mail.

DOCUMENT PREPARATION

1. Applicants are highly encouraged to mail the completed application with all required documents and recommendations in a single packet. In this way, the applicant can be assured that all required documents have been sent. *You will be notified via your email address when the completed package is in Central Office. It is your responsibility to monitor for this acknowledgment of receipt.*
2. A complete application packet consists of:
 - A.) **APPLICATION FORM:** Must be completed and signed with all questions answered. Attachments corresponding to questions on the Application Form may be used, but the total **number of sides** including the Application Form may not exceed **eight**.
 - B.) **MINIMUM OF TWO, MAXIMUM OF THREE WRITTEN RECOMMENDATIONS:** One recommendation MUST be from a university administrator (i.e. the head of the business administration unit or other college or university officer such as the Department Head, Chair, Head of an Academic Program or Track, an officer in the Registrar or Financial Assistance Office, Dean, Vice President, etc. at the school where applicant is enrolled). One additional recommendation may be provided in addition to the minimum of two. The recommendations should utilize the Recommendation for Scholarship Form provided on-line. If the person providing the recommendation prefers their own letterhead, the recommendation should still follow the format of the Recommendation Form in order to address the required criteria.
 - C.) **OFFICIAL TRANSCRIPT:** Official transcript(s) of all undergraduate and graduate study and any special study must be submitted by the college registrar(s). If possible, it should be provided to the applicant in a sealed envelope and included with the application packet. Alternatively, it may be mailed directly to: SCHOLARSHIP PROGRAM, DELTA MU DELTA, 9217 BROADWAY AVE, BROOKFIELD IL 60513-1251.
3. Quality is important in both the content of the Application *and* the visual presentation (i.e. the Application should be completed as if it was being prepared for one's boss -- all questions answered completely, all required documentation included, complete accuracy in spelling, grammar, word usage and printing.) ***Applications will be copied for each judge***. Please make sure all information is legible — i.e. typed and with an easily readable font and point size. **Avoid staples** as they must be removed before scanning.