

Instructions for Scholarship Application

UH International Student & Scholar Services Office (ISSSO) • 302 Student Service Center 1 • (713) 743-5065

The attached information will describe for you the procedures for applying for the **Jack & D'Ann Burke International Scholarship** and the **Cecelia Eichenberg Memorial Scholarship**. The two scholarships are basically identical, so only one application form is needed. Where qualified, these scholarships may provide in-state tuition. **Applications must be submitted to ISSSO no later than Friday, March 13, 2009 at 5 PM.**

WHO IS ELIGIBLE?

1. Applicants must demonstrate active involvement in international educational activities.
2. **Undergraduate applicants must have completed 12 hours in the Fall of 2008 and complete 12 hours in the Spring of 2009. Undergraduates must also be planning to take 12 hours in the Fall of 2009 and Spring of 2010. Graduate students must meet the same requirement except they must complete 9 hours in all the semesters noted above.** These minimum hours must be taken at the University of Houston. Concurrent enrollment at another school does not count toward the full-time hours. For international students, permission by ISSSO to drop below hours does not equal full-time status for scholarship purposes. The only exception is students approved for the federally authorized Special Student Relief Program.
3. All undergraduate applicants must have and maintain at least a cumulative 3.0 GPA and all graduate applicants must have and maintain at least a cumulative 3.5 GPA. In both cases the GPA must be verified by your official UH transcript. If you have submitted an **official** transcript with a TPEG application, you may submit a **copy** for this scholarship application.
4. Applicants must demonstrate financial need. Financial need is established by completing the attached Scholarship Financial Aid Form.
5. Priority will be given to students who do not currently hold other scholarships or a tuition waiver.

WHAT MUST I DO TO APPLY?

YOUR SCHOLARSHIP APPLICATION CHECKLIST	Confirmed by ISSSO -Official Use Only-
Please attach your documents in the order <u>listed below</u> . Check the box on the left of each step when you have completed it.	
<input type="checkbox"/> Complete the attached Scholarship Financial Aid Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach a copy of your CURRENT Spring 2009 fee bill that shows your last payment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach copies of your bank statements (checking & savings) for the following months:	
September 2008	<input type="checkbox"/> Yes <input type="checkbox"/> No
October 2008	<input type="checkbox"/> Yes <input type="checkbox"/> No
November 2008	<input type="checkbox"/> Yes <input type="checkbox"/> No
December 2008	<input type="checkbox"/> Yes <input type="checkbox"/> No
January 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
February 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
March 2009 (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> List number of hours at UH for the Fall of 2008 _____ (Only count hours at UH!)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> List current hours at UH for the Spring of 2009 _____ (Only count hours at UH!)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> My level of study is: <input type="checkbox"/> Undergraduate and my cumulative GPA is _____ (minimum 3.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Graduate and my cumulative GPA is _____ (minimum 3.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach official UH transcript. Note: If you have also submitted an original transcript for the TPEG, you may use a photocopy for this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <u>All international students</u> , please attach photocopies of the following documents:	
(1) Passport (photo & expiration date)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Current I-94 card (front & back)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) If F-1, provide a copy of I-20 (p. 1,3); If J-1 student, a copy of DS-2019	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Type a double-spaced essay of no more than one page illustrating your involvements in international education (e.g., describe how long you have been an international student, experiences in study abroad, membership in international clubs, international travel, future career plans, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A recommendation letter from faculty, staff, employer, or professional person.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Explanation About Missing Documents Or Other Comments: _____

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) Under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

Scholarship Financial Aid Form for 2009-2010

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Deadline for submission to the International Student and Scholar Services Office is Friday, March 13 at 5 PM.

Section 1: Student Information

Name _____ Student ID _____ Phone _____

Address _____ Apt _____ City _____ ZIP _____ Email _____

1. Do you plan to be enrolled as a full-time student at UH: Fall of 2009 **only?** Fall 2009 **and** Spring 2010?

2. List any special awards or honors received _____

3. Career objectives? _____

4. Were you granted the TPEG for the current 2008-2009 academic year? Yes No

5. Do you have any **debt** to UH? Yes No If yes, what is the **amount?** \$ _____ **Official Use** \$

Section 2: Tuition & Scholarship Information

6. Do you currently pay non-resident (i.e., full) tuition? Yes No **If yes, skip to question 12.**

7. Do you currently have a tuition waiver? Yes: In-state waiver Yes: Full-tuition waiver No waiver

8. If yes, what is the source of the waiver? Teaching assistant Research assistant Academic support
 Fellowship Waiver producing scholarship Other _____

9. What is the current annual income from **all** sources (RA, TA, Fellowship, Scholarship, TPEG, etc.)? **Annual \$** _____

10. Is there any indication that you may lose your tuition waiver? Yes No *If yes, please explain briefly:* _____

Section 3: Employment Information

11. If on F-1 visa, have you ever applied to INS for Economic Hardship Work Permission or Special Student Relief? Yes No

12. Please list any jobs you **currently have** or **past jobs you have had since 9/1/05** in the chart below. Start with the most recent job and **DO NOT include any on-campus Assistantships (RA, TA, Academic Support, etc.) noted in question 9 above.**

Job #	Part-time? <input type="checkbox"/>	Full-time? <input type="checkbox"/>	On-campus? <input type="checkbox"/>	Off-campus? <input type="checkbox"/>	Approximate Start Date?	Approximate End Date?	Monthly Income?
1							\$
2							\$
3							\$

Section 4: Transportation & Housing

13. Do you live: On-campus? Off-campus alone? Off-campus with roommates? Off-campus with sponsor?

If you live off-campus, what is your portion of the monthly rent? \$ _____

14. Do you have a car? Yes No If yes, give model _____ and year _____

Section 5: Summary of Estimated Expenses & Income for Fall 2009 / Spring 2010

15. (a) List Your Estimated Expenses from August 2009-May 2010		15. (b) List Your Estimated Income from August 2009-May 2010	
Tuition & fees based on ___ hours per year	\$	Personal funds (checking, savings, stocks, etc.)	\$
Your part of housing expenses	\$	Income from all employment	\$
Food	\$	Money from sponsor	\$
Transportation	\$	Scholarships	\$
Loans or other expenses	\$	Other sources of income	\$
Total Estimated Annual Expenses	\$	Total Estimated Annual Income	\$

Section 6: Personal Explanation of Financial Need

16. Explain in your own words your need for financial assistance. You may add additional paper if necessary.

Certification & Signature

17. *"I certify that the above information I have provided is complete and accurate. I realize, according to the UH Student Disciplinary Code, that knowingly giving false information to a university official may lead to, but is not limited to, expulsion, suspension, disciplinary probation or reprimand."*

Student's name _____ Signature _____ Date _____

Official Use Only Jack & D'Ann Burke International \$ _____ Cecelia Eichenberg Memorial \$ _____