



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**

www.hbcut3a.org

CRITERIA FOR THE 2019 SCHOLARSHIP PROGRAM

Eligibility

At a minimum, an eligible applicant must:

1. be an undergraduate student;
2. not be a former National Association of HBCU Title III Administrators Scholarship recipient;
3. be enrolled full-time as an undergraduate at one of our member institutions and must have completed at least 15 credit hours at the undergraduate level prior to submission; and
4. have a (minimum) cumulative GPA of 2.5 or better on a 4.0 scale.

Application Submission Requirements

- Applicants can click [here](#) to begin the application process.
- In order to complete the [application](#), the applicant must create a new or use an existing Google account.
- All applications must be submitted **no later than Tuesday, September 3, 2019.**
- It is recommended that all documents to be uploaded are completed prior to beginning the online application process. This will help to reduce the number of times an application is entered into the system.
- Incomplete or late applications will not be accepted, and the application period is not anticipated to be extended.
- A printed transcript may require a few days or a week or more to be prepared and issued to you and may involve some expense. It is highly recommended not to wait until the application period is ending to request a transcript.
- **Mailed applications will not be accepted.**
- **Applications submitted via email will not be accepted.** Only questions about the application process and e-transcripts will be reviewed. All questions should be submitted to nahbcut3ascholarship@gmail.com.

To successfully complete and submit the application, you must provide the following:

- ✓ Applicant Information Form
- ✓ Essay
- ✓ Letters of Recommendation (2)
- ✓ High-resolution headshot photo of yourself
- ✓ Official transcript (e-transcript or mailed copy)
- ✓ (optional for veterans) a copy of the government-issued DD-214.
- ✓ Statement of Accuracy



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Essay

You must upload an essay not exceeding 700 words.

The applicant's name and address must appear on the top right corner of each page of the essay.

The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).

The essay should clearly address the following:

- A. Tell us about yourself, including your background and interest.
- B. What is your ultimate educational goal and how will you achieve it?
- C. Why did you choose the HBCU you currently attend?
- D. How you will give back (including to your alma mater) or influence others as a result of your education?
- E. Why you should be awarded the scholarship (e.g., financial need, family responsibilities, etc.)?

Letters of Recommendation

You must upload two (2) letters of recommendation, one of which must be from your current institution such as your advisor, a faculty member or an administrator on institutional letterhead.

The letters should reflect:

- ✓ the applicant's involvement in extra-curricular and/or leadership activities; and
- ✓ a description of the applicant's work ethic, initiative, responsibility and your creativity (specific examples should be cited).

Photo

You must upload a high-resolution headshot photo of yourself.

Transcript

You have the option to submit an official electronic transcript (e-transcript) or mail an official sealed transcript.

If you choose to provide an e-transcript, please contact your institution's Office of the Registrar (or Student Records office) to order the e-transcript. Please have your e-transcript emailed to:

nahbcut3ascholarship@gmail.com. **Please make sure that our email address is correct.**



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If you provide the wrong email address and 1) the email address is a valid address and 2) the transcript is delivered and opened, you will probably need to request a new transcript. This may result in another charge. If the transcript has not been opened, your Registrar's Office should be able to resend it to the correct address at no additional charge.

If you choose to mail an official sealed transcript, please send the transcript to:

*Mississippi Valley State University
Office of Sponsored Programs/Title III
Attention: Samuel Melton
14000 Hwy 82 W, MVSU 7302
Itta Bena, MS 38941-1400*

The Federal Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, all students (or parent/guardian if 18 years of age or younger) must provide consent for release of their academic records. Submission of a transcript for consideration of being awarded a scholarship constitutes this consent for internal use of that particular record.

Verification of Veteran Status (Optional)

You can provide verification your status by securely scanning your government-issued DD-214. During the upload process, the document is encrypted, and we do not save any sensitive information. In fact, we will check for application submissions at least twice daily. The document will be printed and instantly deleted from our system after verification.

Also, before you upload your DD214, please make an extra copy, use your copy and cross out your social security number as well as other you deem sensitive with a black marker. We do NOT need your social to verify your status.

If you choose to mail a copy of your government-issued DD-214, please send a copy to:

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Office of Sponsored Programs/Title III
Attention: Samuel Melton
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Itta Bena, MS 38941-1400*