

STUDY ABROAD INFORMATION AND INSTRUCTIONS

The MI-CAPP Education Foundation Committee presents the “Study Abroad Award” application packet for college level TRIO/EOP students. The committee may award two **\$1500 awards** to nominated students for your projects at the Student Leadership Summit Scholarship Banquet. Project Directors should assure that all applicants are included among delegates to the Student Leadership Summit so that they will be present at the Scholarship Banquet on February 27, 2021.

Project Directors, nominators, and readers must be MI-CAPP members by December 4, 2020.

Who can apply? Adult Learners: In a TRIO Program for at least one year.

Instructions

1. All application packets will be available in **electronic form only** on the MI-CAPP website www.micapp.org
2. Students/staff **must complete** the application packet electronically and apply via email by Friday, December 4, 2020.
3. All electronic application documents and supplemental materials: application, recommendation, essay, and the transcript must be emailed as ONE attachment to the MI-CAPP EFC email address micapp-scholarship@eo.org
4. Any project submitting application packets must agree to designate at least one (1) reader **from its project**. Readers responsibilities are reading and scoring scholarships, submitting scores electronically and participating in the reading meeting.
5. To ensure inclusion in the Scholarship Banquet program booklet, if the applicant is selected, please be prepared to e-mail a jpeg photograph, 150-word bio and EOA Photo Release to Yadira Bautista, micapp-scholarship@eo.org as soon as notified of selection.
6. Directors will be notified of winners following the scholarship reading and board approval. Directors will be expected to submit the winner’s jpeg photograph, 150-word bio and photo release at this time.
7. If an applicant’s application is selected for an EOA Scholarship, additional forms must be completed. Forms will be dispersed as needed later.

Applications will be disqualified if:

1. They are emailed after Friday, December 4, 2020.
2. MI-CAPP memberships not active on Friday, December 4, 2020 (as verified by the EOA Registrar).
3. The Project Director does not sign (the typed name is acceptable) the application.
4. The electronic application is edited from its original format.
5. The final application packet does not include all required documents.
6. The applicant is found to be ineligible for TRIO/EOP service, and admission date to the current program did not fall on or before the appropriate date. (December 4, 2019)
7. The applicant is not registered for the full Saturday Student Leadership Conference.

STUDY ABROAD SCHOLARSHIP GUIDELINES

1. The Applicant's Personal Essay is one of the most important parts of the application packet and should include the following information:

- **Why the applicant wants to study abroad**
- **How the award will help support the applicant's study abroad opportunity**
- **Why the study abroad location was chosen and how the experience will impact the applicant.**
- **How the applicant will use or share information about study abroad and their cross-cultural experiences when they return to the United States and a plan for presenting this information at a future TRIO conference.**
- **The final paragraph should state the single most important way in which TRIO/EOP has helped the applicant and describe what the applicant will do to demonstrate his/her commitment to TRIO/EOP**

2. **The Nominator's Recommendation should include the following two-part information:**

Evaluation Grid Portion

- Describe the applicant's readiness for study abroad.
- Describe the applicant's project participation (including project activities, service opportunities, etc.).

Written Portion

- Describe how the applicant's character and ability makes them stand out as the best study abroad candidate.
- Describe the applicant's impact on the project, project staff and other project participants.

Formatting Guidelines

3. The personal essay and nominator recommendation **must follow the following formatting guidelines within Microsoft Word or PDF documents**. Any deviation from the formatting guidelines in the electronic document will cause a disqualification of the entire application packet.

- Double spaced
- 1 inch margins
- 12 point font
- Applicant's name at the top of each page
- A maximum of 2 pages for the personal essay and a maximum of 1 page for the nominator written portion recommendation

4. The application packet must include a **current** transcript showing a cumulative GPA. Unofficial transcripts **will** be accepted.

5. All application materials become the property of MI-CAPP and will not be returned.

STUDY ABROAD AWARD CHECKLIST

Student Name: _____

- The Applicant has been a participant in the nominating TRIO/EOP project for at least one year by the scholarship due date.
- The Applicant plans to be enrolled in a study abroad opportunity while enrolled at a college or university for the upcoming academic year and will provide official proof of such enrollment before the funds can be disbursed.
- The Project Director, nominator, and reader are MI-CAPP members as of scholarship due date. To confirm your memberships, please email micapp-president-elect@eo.org by December 3, 2020.
- The Project Director confirms that **the Applicant will attend the Student Leadership Summit Scholarship Banquet (Full day Saturday Feb. 27 registration is required)** to receive the certificate or award.

Application Packet Requirements

The following items must be attached and emailed at the same time in one (1) final submission to micapp-scholarship@eo.org.

- Application:** must be **typed or hand written** in a Microsoft Word Document or PDF using the electronic form provided.
- Nominator's Recommendation:** must be **typed in a Microsoft Word Document or PDF and meet the formatting guidelines.**
- Applicant's Personal Essay:** must be **typed in Microsoft Word Document or PDF and meet the formatting guidelines.**
- Current Academic Official or Unofficial Transcript** from credit-granting institution showing current weighted cumulative grade point average (GPA).
- Application Packet** emailed by Friday, December 4, 2020 to micapp-scholarship@eo.org.

Additional Information (if applicant is awarded)

- Jpeg photograph and 150 word bio** ready to e-mail to micapp-scholarship@eo.org upon notification of selection.
- If an applicant's scholarship application packet is selected for an EOA Regional Scholarship, additional forms must be completed. Forms will be dispersed as needed later.

2020-2021 MI-CAPP STUDY ABROAD AWARD APPLICATION
(TYPE OR LEGIBLY WRITTEN)

APPLICANT'S CURRENT TRIO/EOP PROJECT TYPE:

Student Support Services

Ronald E. McNair

EOP College

APPLICANT'S NAME: _____
Last First Middle Email Address

APPLICANT'S
PERMANENT ADDRESS: _____
House No. & Street Name City/State/Zip Code

APPLICANT'S PERMANENT PHONE: _____
Area Code & Number

APPLICANT'S COLLEGE: _____

APPLICANT'S MAJOR: _____ CUMULATIVE GPA: _____

APPLICANT'S CLASS LEVEL: Fresh. Soph. Jr. Sr.

STUDY ABROAD LOCATION: _____

INTENDED TERM FOR STUDY ABROAD: _____

PROJECT INFORMATION

APPLICANT'S ADMISSION DATE TO CURRENT TRIO PROJECT: _____

CURRENT TRIO PROJECT HOST INSTITUTION: _____

NOMINATOR (must be MI-CAPP Member): _____

READER (must be MI-CAPP Member): _____

CURRENT PROJECT DIRECTOR'S NAME (must be MI-CAPP Member)*: _____

*By typing or hand writing the Project Director's name above, the Project Director is responsible for assuring that the entire application packet is complete and correct.

Release for use of photograph. In the event that I am chosen as a recipient of the Study Abroad Scholarship I authorize that my photograph may be used in publications or any additional promotional materials/social media sites of the Michigan College Access Programs and Personnel and in publications of the Education Opportunity Association.

Student Signature

Date

STUDY ABROAD AWARD NOMINATOR FORM

Please rate the student in the categories below using a 1-5 rating scale. In order to score a 5, the student's performance in that category should be among the best you have encountered in your entire career.

Student Name:

0= Don't Know, 1=Poor, 2=Average, 3=Good, 4=Excellent, 5=Most Excellent

1. Level of commitment to study abroad
0 1 2 3 4 5
2. Student Reflection on choosing location for study abroad
0 1 2 3 4 5
3. Determination to overcome economic obstacles for study abroad
0 1 2 3 4 5
4. Demonstrated Leadership Ability
0 1 2 3 4 5
5. Level of Commitment to Project Activities
0 1 2 3 4 5
6. Level of Commitment to Community Service
0 1 2 3 4 5
7. Leadership Roles within the Project
0 1 2 3 4 5
8. Student's Resiliency
0 1 2 3 4 5

Written Portion (1-Page Maximum, 12 pt. Font, Double-Spaced)

1. Describe how the applicant's character and ability makes them stand out as the best study abroad candidate.
2. Indicate the applicant's impact on your project, other students and their commitment to TRIO's mission.