

APPLICATION INSTRUCTIONS

One general application form is used for all scholarships offered through the University of Wisconsin-Stout Foundation.

To apply for University of Wisconsin-Stout Foundation scholarships, your application packet must include **four (4) copies** of:

- Pages 1-3 of the application form
- The letter of recommendation

Mail or deliver application packet to:

Stout University Foundation
Office of University Advancement
Louis Smith Tainter House
320 South Broadway
Menomonie, WI 54751

Application Deadline: April 15, 2010

Applications must be received at the Foundation Office no later than 4:30 p.m., April 15, 2010. Late and incomplete applications will not be considered.

If you wish to be considered for scholarships that specify financial need as a requirement, you must file a FAFSA application.

IMPORTANT NOTES

Application

- Fill out online, word process or type. **No handwritten applications will be considered.**
- Answer all questions completely. This is your opportunity to tell the selection committee about yourself.
- Please proofread your application carefully prior to submission. The selection committee does consider spelling, grammar, punctuation and neatness.
- Print out the application and **submit a total of four (4) copies of all application materials.** Do not staple --you may paperclip all materials together.

- **Sign the application.** Applications will not be considered if not signed.
- Deliver or mail application packet to the Foundation Office. **Note: If mailing, please allow enough time for materials to reach the Foundation Office by April 15, 2010. Applications may not be faxed or e-mailed.**
- Keep a copy of the application for your records.
- Your application will remain active for the 2010-2011 academic year until final awards have been made for all scholarships.

Letter of Recommendation

- Give the Letter of Recommendation page included with the application form to the teacher/professor you have selected to write your letter.
- **Only one letter of recommendation is required.** You may submit a second letter of recommendation if you wish. No more than two will be accepted.
- Allow enough time for your teacher/professor to complete the letter of recommendation. It may be returned to you for inclusion in your scholarship application packet, or it may be sent directly to the Foundation Office by the instructor.
- **High school students:** The letter of recommendation must be from a teacher or guidance counselor.
- **College students:** The letter of recommendation must be from a UW-Stout professor or advisor. Current freshmen may use a high school teacher or guidance counselor.
- If you have not attended school in the past five years, the letter of recommendation may be from an employer or community leader.
- In consideration of professors who may be asked to write several letters of recommendation, please contact them as soon as possible. It is your responsibility to follow up with the professor to verify that the letter of recommendation has been submitted.

Questions

Questions regarding Stout University Foundation scholarships and the application process may be directed to:

Charlene Smith
Phone: 715-232-1320
E-mail: scholarships@uwstout.edu

SCHOLARSHIP APPLICATION CHECKLIST

TO THE APPLICANT: Please use this checklist to ensure you are submitting a complete application. You do not need to return this form with your application.

- ___ Application has been typed or word processed.
- ___ All sections of the application have been completed.
- ___ Application has been proofed for spelling, grammar, punctuation, etc.
- ___ Letter of recommendation is included, or you have verified with the instructor that he/she is submitting it directly to the Stout Foundation Office.
- ___ Application is signed --applications submitted without signature **will not** be considered.
- ___ A total of 4 copies of the application and letter of recommendation are included. **DO NOT STAPLE!**
- ___ Retain a copy of the application for your files.
- ___ Application and copies mailed or delivered to:

Stout University Foundation
Louis Smith Tainter House
320 South Broadway
Menomonie, WI 54751

Applications must be received no later than 4:30 p.m., April 15, 2010.

SCHOLARSHIP APPLICATION

Applicant:

Last Name

First Name

Middle Initial

Stout Student ID Number

High School Name

City

State

Permanent Home Address:

Number/Street/Apartment

City/State/Zip Code

County

Home Telephone

Cell Phone

UW-Stout Address (during academic year):

Number/Street/Apartment or Dorm and Room Number

City/State/Zip Code

Stout Telephone

Cell Phone

Stout E-mail Address

Other E-mail Address

Marital Status:

Married

Widowed

Single

Divorced

Single Parent

Are you a U.S. citizen?

Yes

No

If no, indicate country of citizenship.

Has either of your parents earned a 4-year college degree?

Yes

No

Status (as of September 2010)

Incoming Freshman (Fall 2010 will be first college experience)

High School GPA: _____ ACT or SAT Score: _____

Continuing UW-Stout Student - in September 2010, I will be a:

Fr. Soph. Jr. Sr.

Total number of credits earned to date: _____

Cumulative GPA: _____

Note: If you are a first semester freshman at this time, please use your high school GPA.

Transfer (from another college/university)

Institution transferring from: _____

Cumulative GPA: _____

Graduate Student

Total number of credits earned to date: _____

Undergraduate GPA: _____

Graduate GPA: _____

Major

Minor

Concentration/Specialization

Planned graduation date

You will automatically be considered for all scholarships for which you qualify.

If you wish, you may list scholarships of special interest to you on the lines below.

Please limit responses to space provided.

1. How will a scholarship make a difference in your Stout education?

2. Why did you choose your major? (If undecided, what field of study most interests you and why?)

3. What are your goals/plans after you complete your degree?

4. Describe your involvement in professional groups, community and extracurricular activities. List the groups and activities and any leadership positions you have held. (Please do not use abbreviations for groups or clubs.) Employment information should also be included.

5. (This question is for new incoming freshmen only.) Please list any AP courses you have taken and the scores you received.

If I am selected for consideration of a UW-Stout Foundation scholarship, I authorize the Scholarship Officer to access and release to scholarship selection committees all information concerning other financial resources I may receive, as well as high school and/or college academic records. I understand that all financial and academic record information is, and shall remain, confidential. The Foundation reserves the right to cancel a scholarship if the recipient no longer meets the published criteria for selection.

To ensure a fair and objective review process, it is the policy of the Foundation not to comment on the deliberation of the awards committee. Thus, the Foundation is unable to provide written or oral evaluations to applicants after the decisions are made. No provisions exist for reconsideration of awards after scholarships are announced. All applications and supporting materials become the property of the Stout University Foundation and, as such, will not be returned.

I certify that the information I have supplied on this application is complete and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate or false information will result in the denial or loss of any scholarship offers or awards.

Applicant's Signature: _____

Date: _____

Application packet must reach the Foundation Office by 4:30 p.m., April 15, 2010.

Deliver or mail to:

Stout University Foundation, Louis Smith Tainter House,
320 South Broadway, Menomonie, WI 54751

Letter of Recommendation

NOTE TO APPLICANT: Please supply this page to the instructor writing your letter of recommendation.

Name of student requesting letter of recommendation: _____

DEADLINE FOR SUBMISSION:

The letter of recommendation plus 3 copies (a total of 4 copies) must be received at the Foundation Office by 4:30 p.m., April 15, 2010, in order for the applicant to be considered for scholarships.

The letter of recommendation is a requirement of the Stout Foundation scholarship application. **It is a very important factor in determining awards.** If you are unable to provide a letter of recommendation, please notify the applicant immediately so an alternate recommendation can be obtained.

Please consider the following in your letter of recommendation:

- Academic Achievement
- Career Potential
- Community, Professional and Extracurricular Activities
- Leadership Qualities
- Communication Skills
- Information that will help us to differentiate this student from others
- Specific examples as to why this student is a good candidate for a scholarship

Include your name, address, phone number and relationship to the applicant at the bottom of your letter of recommendation. The letter plus three copies may be submitted directly to the Foundation Office, or returned to the student to be submitted with the application form.

Submit original letter of recommendation along with 3 copies (a total of 4 copies) to:

**Stout University Foundation, Inc.
Louis Smith Tainter House
320 South Broadway
Menomonie, WI 54751**

Thank you for your assistance in our selection process:

If you have any questions, please e-mail: scholarships@uwstout.edu or call 715-232-1320.