

ETA STATE SCHOLARSHIPS
Checklist for Applicants' Use

So that your application may be considered, it is important that you read carefully and comply with all of the Eta State Scholarship directions. It is the applicant's responsibility to do the following:

Done	Description
	Read the <i>Instructions and Guidelines</i> . Download a copy of the application form and familiarize yourself with all aspects of the application process several months before the deadline of February 1, 2012.
	Contact your Delta Kappa Gamma chapter president, your advisor, and an individual of your choice to request a reference from each of them.
	Send the appropriate recommendation form and a stamped envelope addressed to you to each of the references listed in your application.
	Order the most recent official transcripts from the institutions of higher education in which you are enrolled. Request that the transcript be sent directly to you to include in the application packet. OR, if you are applying for academic support, photocopy your letter of acceptance to the appropriate level of graduate study.
	Make a copy of your current teaching/administration license(s).
	Make four (4) copies of the complete application.
	Mail the following in one packet to the scholarship chairman: Dr. Mary M. Cauley 3275 Faulkner Road Kinston, North Carolina 28501 <ul style="list-style-type: none"> • A recent photograph • Four (4) copies plus the original scholarship application • Three (3) sealed/signed letters of recommendation (one from chapter president, one from your academic advisor, one of your choosing) • Appropriate sealed transcript • A copy of your current teaching/administration license(s). • Packet should be postmarked no later than February 1, 2012.
	Use a mail or delivery service that will guarantee delivery and provide you with a receipt.

TERMS OF ACCEPTANCE

The following is a checklist for recipient upon notification that a scholarship has been awarded. The Scholarship Committee regards the acceptance of a scholarship as an agreement by the recipient to the following:

Done	Description
	Agree to have a photograph used in post-award publications.
	Cash the award check within one month of receipt.
	Attend the Eta State Convention in the year the scholarship is awarded to acknowledge acceptance of the scholarship.
	Attend the Eta State Convention the following year to report on the status of your work.