

## COLLEGE OF ENGINEERING AND COMPUTER SCIENCE SCHOLARSHIP APPLICATION INFORMATION AND INSTRUCTIONS

The UCF College of Engineering and Computer Science provide scholarship awards designed to recognize a wide range of applicant characteristics. Candidates may apply by completing the online application located in their Student Self-Service in the myUCF portal (<http://my.ucf.edu>) under the Scholarship Application link. A list of scholarships offered by the College of Engineering and Computer Science can be found at <http://www.cecs.ucf.edu/current-students/scholarships/>.

Applicants may begin applying for scholarships on November 1<sup>st</sup>. The deadline for submitting the application and all supporting documents is February 1<sup>st</sup>.

**No applications or documents will be accepted after February 1<sup>st</sup>.**

### APPLICATION GUIDELINES

Prior to completing the application, review the criteria for all scholarships that apply to your major. Review the major, class standing, and GPA requirement. **Only the scholarships that meet these criteria will be available for you to apply through your myUCF Student Self-Service.**

Students will be required to submit an application for every scholarship they choose to apply for. All supporting documents required for the scholarship will be submitted with the scholarship application.

**\*It will be important to get the letters of recommendation early. The CECS AAO will not accept letters of recommendation separate from the online submission of the scholarship application.**

### Types of Supporting Documents

#### 1. Activities Summary

If the scholarship requires 'Involvement in clubs, leadership positions, or community service', then you will need to submit a document outlining a summary of your activities.

Include:

**Organizational Memberships**

On Campus: This includes campus clubs and organizations you are a member of. List dates of membership and any leadership positions held.

Off Campus: This includes volunteer organizations that you are a member of and/or service activities that you have participated in, etc. List dates of involvement.

### **Community Service**

List of current community service, not service performed while in high school.

### **2. Essay**

If the scholarship requires an essay, make sure you include both your name and the name of the scholarship. Essays without identification will not be accepted.

### **3. Goals Statement or Career Objectives**

If the scholarship requires the submission of a goal statement or career objectives, make sure you submit clear concise statements. The submission should be no longer than a paragraph for a goal statement and no longer than a page for career objectives.

### **4. Letters of Recommendation**

Letters of recommendation should come from faculty. Specifically CECS faculty if you are taking major courses. Do not submit letters from advisors or staff members from other campus offices or Graduate Teaching Assistants (GTAs).

Letters of recommendation should be addressed to the CECS Scholarship Committee.

### **5. Resume**

Resumes should be professional and kept to one page. CVs submitted by graduate students should be kept to a maximum of three pages. Include undergraduate research, co-op and internship experiences.

### **Financial Need**

Many scholarships require financial need. Financial need is determined by FAFSA. You will only be considered for these scholarships if you have a FAFSA on file for the academic year. This form is available at <http://www.fafsa.ed.gov/>.

Scholarships are considered a “resource” and must be included in your financial aid budget. If you are awarded a scholarship that exceeds your financial aid cost, then a reduction or payment of financial aid may occur.

### **Correcting Errors**

Once you have submitted your application online you will not be able to access it to make corrections. The only way to make corrections is to delete the application and submit a new one. You will want to complete your application carefully.

### **Award Notification**

The College Scholarship Committee will be prepared to announce their decisions by mid-March. Students selected to receive scholarships will be notified by email shortly thereafter. As part of the selection process, recipients will be invited to attend a Scholarship Reception in April. Students awarded scholarships will be required to send a thank you letter to the donor of the scholarship.

***Students must meet scholarship criteria at the beginning of the fall semester. If a student no longer meets requirements, the scholarship will be forfeited. It is important that you understand the requirements of the scholarship award you received.***

**Please note that scholarship funds are dependent on today's economy. The availability and value of each award is subject to change.**

Questions regarding the application process should be directed to the CECS Academic Affairs Office 407-823-2455 or [eacaf@mail.ucf.edu](mailto:eacaf@mail.ucf.edu)