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 at http://www.cecs.ucf.edu/scholar/.

**Deadline:** Applicants may begin applying for scholarships on November 1st. The deadline for submitting the application and all supporting documents is February 1st. **No applications or documents will be accepted after February 1st.**

Prior to completing the application, review the criteria for all scholarships that apply to you. Review the major, class standing, GPA, and enrollment requirement before applying for the scholarship. Write down all the scholarships you want to apply for. You only have to submit one application. You will indicate on the application all the scholarships that you want to apply for.

**APPLICATION GUIDELINES**

**Demographic Information**
Please complete all sections. Email address needs to be your knights email address. Information regarding awards will only be sent to knights mail accounts.

**Educational Background**
Please complete all sections. Transfer credit hours and transfer GPA only apply if you transferred from another institution. When reporting your GPA, you can refer to your degree audit. Overall GPA is the GPA for all courses taken (UCF and transfer). Your overall GPA is #1 under the University Credit Hour Requirements section of the degree audit. Your UCF GPA is the GPA for courses only taken at UCF. This GPA is #4 under that section.

Class standing is based on completed hours. The number of completed hours is also listed in the University Credit Hour requirement section, #1. Freshman: 0-29 hours, Sophomore: 30-59 hours, Junior: 60-89 hours, Senior: 90 or more hours.

**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.
Academic Honors and Scholarships Received
On-Campus: List any previous and current year scholarships that you have received. Also include in this section any academic honors that you have received, President’s List, Dean’s List, etc. and the semester awarded.

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/](http://www.fafsa.ed.gov/)

Supporting Documentation
There are scholarships that will require additional documents as part of the application process. Letters of recommendation from UCF faculty, resumes, essays, and statement of career objectives need to be submitted by the application deadline of February 1st.

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

Resumes, Essays, Recommendation Letters, and Statement of Career Objectives will be uploaded from a link provided in the scholarship application.

Correcting Errors
Once you have submitted your application online you will not be able to access it to make corrections. Complete your application carefully. It is better to take a little extra time to complete your application. Do not apply for any scholarship if you do not meet the basic criteria.

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 the donor of the scholarship a thank you letter.

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