2018-2019
Fall Scholarship Application
Overview
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The Fall Scholarship Application contains access to more than $600,000 in scholarship opportunities, over $41 million in scholarships for All-State Academic Team members as well as national and statewide recognition. Scholarship programs included on this application are: the All-USA/Coca-Cola Academic Team Programs, New Century Pathway Scholars, All-State Academic Teams, Hites Transfer, Guistwhite, Tennessee Valley Authority STEM, GEICO Pathway to Completion Bachelor’s Degree, Christopher A. Calhoun Transfer, and Oberndorf Lifeline to Completion Scholarships.

Applicants will complete a quiz that is built into the application to determine eligibility. If a student is eligible for programs on this application, shared tabs will open for completion. If the quiz determines that a student is ineligible to apply, the scholarship application will remain locked, and the student will not be given access. Phi Theta Kappa members have one additional tab to report Phi Theta Kappa activities that a non-member will not see.

Please denote the following changes:

- **Letter of Recommendation**—The Academic Letter of Recommendation has been removed. Students are responsible for obtaining and uploading their Letter of Recommendation. Should students have questions about the content or format of a letter of recommendation, a link has been provided to an article that outlines both content and format. If a recommender is uncomfortable with providing the letter directly to the student, please contact the Scholarship team at scholarship.programs@ptk.org for more information.
- **Proof of Citizenship**—Applicants are required to upload their proof of citizenship at the time of application. Forms of acceptable proof of citizenship can be accessed [here](http://www.ptk.org/Scholarships.aspx).
- **Length of the application**—The length of the application has been shortened and question sets have been condensed.

**STUDENT ACCESS:**

How to access the Fall Scholarship Application:

[http://www.ptk.org/Scholarships.aspx](http://www.ptk.org/Scholarships.aspx)
Students may use their Phi Theta Kappa login credentials to gain access to the application at: https://scholarships.ptk.org/.

If a non-member does not have a Phi Theta Kappa login, click ‘sign up for free access’ and follow the prompts to create an account that will be used to access the application. Non-members will receive an activation code when this process is complete.

If a Phi Theta Kappa member has not yet received their Phi Theta Kappa member number or login, please contact our Membership Department at 800.946.9995 rather than creating a non-member account to access the application.

Students will see the following screen when logged in. Following an introductory paragraph, students will find the prompt to begin the application (lower right corner).

Once the student is working in the application portal, the dashboard will become available, and the student will be able to work through sections at their own pace – no individual tab is locked down. The dashboard notifies the students (in real-time) of how many questions remain in each section before completion. When the applicant begins the application, all section tabs are yellow in color. When the section is complete and all information has been properly entered, the indicator tab will be displayed in green text, signifying a complete section. Throughout the application, green is an
indication of completion, yellow is incomplete or in progress, and red usually signifies something not good.

There is a progress bar that follows the student through the application process. The progress bar displays the percentage of the application that has been completed in real-time. The progress bar also includes program eligibility.

**Eligibility Quiz:**

The Eligibility Quiz is the first tab of the application. The answers to these questions will determine which programs, if any, the student is eligible to apply for. Applicants should click “Get Eligible Sections” after answering the Eligibility questions, which will open the rest of the application if they are eligible. If a student is not eligible for programs, the message at the top of the page will reflect that the quiz has been completed with no eligibility. Any portion of the Eligibility Quiz related to their ineligibility will be displayed/highlighted in red as shown below.

**Application Eligibility Quiz**

To access the Scholarship Application, you must successfully complete the Eligibility Quiz below. This will determine if you are eligible for scholarship(s) on the Fall Scholarship Application, including the All-USA Community College Academic Team, New Century Scholars, Coca-Cola Community College Academic Team, Hites Transfer, Guistwhite, Tennessee Valley Authority STEM, GEICO Pathway to Completion Bachelor’s Degree and Christopher A. Calhoun Transfer Scholarships. Tabs will open for scholarships in which you are eligible, and you may complete the application. If the quiz determines you are ineligible to apply, the scholarship application will remain locked and you will not be able to access it.

1. Will you be enrolled through December 2018 in a minimum of 6 semester hours (9 quarter hours) of associate degree college-level coursework?

2. How many credit hours of associate degree college-level coursework will you have completed at or transferred to your current college as of December 31, 2018?

3. Do you hold one of the following citizenship statuses?

   Applicants will be asked later in the application to upload a copy of the citizenship document associated with the citizenship status that they select in the Applicant Profile tab.

   - US Citizen (US Birth Certificate or US Passport)
   - US Permanent Resident (Permanent Resident Card/Alien Registration Card ‘Green Card’, I-151 or I-551)
   - International Student attending college in the United States (F-1 Visa & valid I-20)
   - US National (US Birth Certificate or US Passport)
   - Temporary Resident (Employment Authorization Card I-766)
• Asylee (Unexpired I-94 card with an Asylee stamp)
• Cuban-Haitian Entrant (Unexpired I-94 card with a Cuban-Haitian Entrant stamp)
• Humanitarian Parolee (Unexpired I-94 card with a Humanitarian Parolee stamp)
• Refugee (Unexpired I-94 card with a Refugee stamp or Refugee Travel Document I-571)
• Phi Theta Kappa member enrolled in an associate degree program in Canada (Canadian Birth Certificate or Canadian Passport)
• Phi Theta Kappa member enrolled in an associate degree program in a sovereign nation where a Phi Theta Kappa chapter exists (Birth Certificate or Passport from the sovereign nation)
• Other status not listed above

4. What is your current college GPA?

5. Will you earn one of the following credentials while enrolled at your current college?

6. When will you graduate from the certificate/associate degree program?

7. What are your plans following graduation with your associate degree/certificate?

8. Will this be your first college degree/certificate/credential?

9. Will you have completed 50 or more college-level credits by the time you transfer to your Bachelor’s Degree program?

10. During the Fall 2019 semester, what are your enrollment plans?

11. Have you experienced one or more of the following unanticipated events in the last six months?
   • Loss of income/job (self, spouse, parent)
   • Death of immediate family member
   • Onset of major illness/injury requiring prolonged medical treatment
   • Catastrophic loss of home/property/mobility device
   • Change in marital or dependent status
   • Other financial difficulty

12. When did the unanticipated event occur:

13. Have you previously been nominated for the All-USA/Coca-Cola Academic Team programs?

When the applicant has completed the Eligibility Quiz and clicks Get Eligible Sections, one of two things will happen:

1. Sections of the application will open (indicating eligibility). The progress bar will appear with program eligibility displayed below.

2. No sections will open (indicating that the student is not eligible for any program). The Eligibility Quiz completion message will indicate ineligibility and related eligibility questions will be highlighted and displayed in red for review.
**Hints and Tips**

Students can use the download button on the right-hand side of the application to download a PDF copy of the application at any time during the application process. We encourage students to obtain this PDF early in the process so that they can reference questions, activities, and documents needed to aid them in the completion process. Applicants are encouraged to type biographies, essays, and discussion question responses in Notepad or Word to copy/paste into the application.

Articles have been prepared to assist students in completing this application. Access to these articles is through hyperlinks embedded in the application and through our website: [https://www.ptk.org/Scholarships/ScholarshipResources.aspx](https://www.ptk.org/Scholarships/ScholarshipResources.aspx). A variety of resources will be available to students on this page. Clicking the Support Articles link on this site will provide students, as well as advisors and nominators, access to additional information: [https://support.ptk.org/hc/en-us/categories/115000219674-Scholarships](https://support.ptk.org/hc/en-us/categories/115000219674-Scholarships). Both sites will be updated as additional articles are written and approved. Webinars will also be posted to both sites as they are available.
Tool tips are provided to students throughout the application. These tool tips contain additional writing prompts and hints, which we encourage the students to use.

**Applicant Profile:**

The Applicant Profile has been updated to include more demographic information being requested and tracked by donors. Phi Theta Kappa collects data to demonstrate to our scholarship partners and donors that scholarships make a difference in the lives of students.

**College/Campus** – Our application portal pulls in a student’s college/campus from the database. If this is incorrect, the student may self-select from the drop-down menu. If a student attends more than one campus location, they should choose the campus that they attend 60% of the time. Self-identifying with the correct college/campus will allow the application to appear on the correct nominator’s Home Page. Once a college/campus is displayed/selected on the Applicant Profile, the nominator’s contact information will be displayed.

**Example:**

If the applicant does not see their college/campus listed, they should contact a college representative. The college representative should then contact the Scholarship Department at scholarship.programs@ptk.org to have the information updated in our system.

Nominators will be able to see all applications tied to the campus(es) in which they are designated as the nominator and will be able to nominate 2 students per pathway (transfer and workforce) per college campus.
Citizenship Status:

All scholarships included on Phi Theta Kappa’s Fall Scholarship Application are open to students with a variety of citizenship statuses, and applicants are required to provide proof of citizenship documentation. Citizenship status guidelines are provided below per scholarship program:

**All-USA Academic Team Program, New Century Pathway Scholarship Program, Guistwhite Scholarships & Hites Scholarships** allow for US Citizen/National, US Permanent Resident, Temporary Resident, International Student attending US College with an F-1 Visa, PTK Member enrolled in associate degree program in Canada, PTK Member enrolled in associate degree program in a sovereign nation where a Phi Theta Kappa chapter exists, Asylee, Cuban-Haitian Entrant, Humanitarian Parolee, and Refugee citizenship statuses.

**Coca-Cola Academic Team Program & GEICO Pathway to Completion Bachelor’s Degree Scholarships** allow for US Citizen/National and US Permanent Resident citizenship statuses.

**Oberndorf Lifeline to Completion Scholarship** is open to all citizenship statuses.

**Phi Theta Kappa member attending a non-US college where a Phi Theta Kappa chapter exists** must hold permanent or temporary residency in the country of the college that is nominating.

**Participating All-State Programs** may accept nominees with varying citizenship statuses. Citizenship Eligibility noted within the Fall Scholarship Application pertains to scholarships directly administered by Phi Theta Kappa and does not confer, suggest, or imply citizenship eligibility for scholarships administered through All-State Academic Team Programs, which are administered and awarded by the respective state. For more information about the citizenship statuses accepted for All-State Programs, contact your All-State Coordinator.

Applicants are required to upload proof of citizenship documentation. For a listing of acceptable forms of citizenship documentation and scholarship citizenship guidelines, visit the PTK website and click on the Citizenship Eligibility document. For questions regarding acceptable citizenship documentation, contact the Scholarship Department via email scholarship.programs@ptk.org.

The discussion questions at the end of this section are styled to collect information about applicants for the judging panels. We encourage applicants to take advantage of the word counts and the writing prompts provided in the tool tips.

**Essay Tab:**

This tab houses the Significant Endeavor Essay, the centerpiece of the Fall Scholarship Application. The significant endeavor essay is required to be considered for the all programs on the Fall Scholarship Application. Competitive applicants will write to the maximum word count and will have English coaches/instructors proofread for spelling, formatting, and grammatical errors – all of which impact a student’s overall score in this national competition. Additional hints and tips are provided in the Support Library (link referenced above).

A “Special Circumstances” text box is included on this tab to empower the student to explain personal situations or information not elicited elsewhere in the application.

**Activities Tab** (formerly known as the PTK tab, this tab is only visible to PTK members – if eligible, this tab must be completed in order to be considered for Hites, Guistwhite, GEICO, Calhoun, TVA, and Oberndorf Scholarship programs)

This tab collects information on Phi Theta Kappa activities for PTK Members. If the student is not a PTK member, this tab will not open on the application. This information is NOT required for All-USA nominees, but will be included for informational purposes on applicants who are PTK members (not for judging purposes). PTK members should include information on the top three (3) PTK activities they have been involved in since becoming a member. Links and photos should not be included. Applicants with strong scholarship entries will likely have information completed in each row within the Activities table and will have written an impactful discussion question.
Additional information is collected following the activities table.

1. How many total hours per week spent engaged in Phi Theta Kappa Activities
2. **Phi Theta Kappa Impact** - As a member of Phi Theta Kappa, the student may write about an activity they led or participated in, a leadership role they sought out or accepted, a need they identified in the community, any initiatives they may have been responsible for, or other event that was meaningful to them.
3. Leadership Positions held within Phi Theta Kappa.
4. Advisor Contact Information (this platform DOES NOT send any kind of document, assessment or link to the advisors for completion). This is merely for verification purposes during judging/selection.

Volunteerism Tab:

This tab has been updated to include a short discussion question on volunteerism, leadership experience in PTK and other campus organizations, and three unpaid activities students have participated in since beginning college. One important change is the ranking of these activities – students should pay attention to how they rank the activities. Information collected for all activities (campus and community) will be in table format. Applicants with strong scholarship entries will likely have information completed in each row within the table.

Oberndorf Tab:

The Oberndorf Tab contains information that is shared with judges to select those students who have financial need and are seeking assistance with the completion of the college credential, associate degree, or certificate. The unanticipated event that has caused the student to seek this assistance must have taken place within the last six (6) months and must be defined and discussed on this tab. Students are also asked to provide the name and contact information for a person who can speak to this event and to the student’s ability to succeed.
Upload Tab:

The Upload Tab has been redesigned to capture all documents that are required to be uploaded:

- Letter of Recommendation
- Transcript (unofficial)
- Citizenship Document

Only one slot is provided per type of document, so all pages of each document need to be scanned in together. We have reduced the letters of recommendation from two to one (Leadership only), and this platform DOES NOT send automatic requests for this letter. Requesting the letter of recommendation is the responsibility of the student. The student’s letter of recommendation gives the judges an expanded picture of the applicant’s leadership accomplishments as well as civic involvement. This document should be submitted within the parameters that outline both the format and the content of the assessment (students are provided a link to the article that covers these parameters). It is located directly below the section title:

Letters of recommendation that have been requested by the applicant via the Phi Theta Kappa website are not acceptable and will not be considered.

The Letter of Recommendation should speak to leadership and should showcase specific examples of how the student has demonstrated leadership abilities, service involvement, and impact outside the classroom. This recommendation should specifically address the leadership example discussed in the "significant endeavor" essay. Failure to provide a leadership example and commentary on the essay response may make the scholarship application less competitive. To facilitate this, we encourage students to provide the recommender with a copy of the essay. The leadership letter of recommendation should be completed by a college faculty member, administrator, dean, or an employer or professional at an organization where the student has volunteered. If recommenders are uncomfortable with providing this letter directly to the student, they may contact our scholarship team for additional information (scholarship.programs@ptk.org).

Transcript Upload Instructions
The student is to attach unofficial transcript(s) from ALL colleges they have attended, even if they are no longer attending the college. Transcripts are used to verify GPA and completed college-level credits. If the student needs to upload more than one transcript, combine all transcripts into one document for upload.

Citizenship Upload Instructions
The student will need to obtain a digital copy or scan a hard copy of the citizenship document to submit in this online application. Acceptable file formats for upload include pdf, doc, docx, jpg, or txt files. All other file types will not upload, and the file will need to be converted before uploading. Maximum upload size is 4MB. For assistance in resizing or converting files to an acceptable format, visit www.freepdfconvert.com. Social Security cards, state-issued Driver’s Licenses or State IDs and Student IDs are NOT acceptable forms of documentation and should not be included.

Waiver Tab

The waiver questions have been split up into smaller statements for ease of understanding. Applicants must provide an answer to ALL questions, with the exception of the OPTIONAL question at the bottom:

We encourage applicants to download and save/print their fall scholarship application before submission so they can reference their work after the November 15th deadline. The Download button resides at the top-right of every screen within the application. Clicking the download button creates a PDF copy of the application for the student to save/print. Applicants are encouraged to print a blank application after they have completed the eligibility quiz if they want to work
on the application away from their computer.

Clicking the “Finish” button before an application is complete will not negatively impact the applicant. Continue on and click Submit again once the application is complete. Applicants do not need to call or email to inform us of an incomplete application submission.

Students will receive the following message when they click the “Finish” button. This is the ONLY confirmation of a completed and submitted application that students will receive. The Scholarship Team cannot replicate or email this confirmation to students or advisors.