

## Hints for Completing Your Scholarship Application

Contact the Alumni Relations Office at 505.277.5808 or [alumni@unm.edu](mailto:alumni@unm.edu) if you have any questions about the application process.

### Prepare your documents

BEFORE you begin, prepare the following documents to upload at the time of application in PDF file format.

#### Documents to prepare for upload:

- 1) **Personal statement.** 500 words or less
- 2) **Alternate statement of need.** If you are not eligible or did not apply for FAFSA, you can submit an alternate statement of need. Include a brief description of your personal situation and how you are paying for school, what type of financial assistance you receive (if any) and how this scholarship can help you to pay for school-related expenses.
- 3) **Current resume**

### Neatness counts

This scholarship application is available online. Proofread the entire application carefully for misspelled words or grammatical errors. An application without errors makes a positive impression.

### Follow directions

Give yourself a competitive advantage by reading the directions carefully. Get your questions answered directly, by contacting the Alumni Relations Office, rather than guess what is needed. Provide all documentation that is required.

### Complete the application in full

Complete the entire application. Do not leave any questions blank or unanswered. Be honest and be yourself in answering all questions. It is your responsibility to provide the documentation required for the complete application and to make sure it has been submitted and received.

### Show how you meet the criteria

Scholarship criteria vary. Be sure to demonstrate how you meet the criteria. Do not assume that the selection committee will know you meet the criteria just because you are applying for the scholarship.

### Meet your deadlines

Give your application the time, attention, and preparation it deserves. Don't wait until the last minute. Your transcript and other supporting documents will need to be uploaded at the time you submit your application. Make sure your references will have ample lead time to write their recommendations.

Your completed application and all supporting materials must be received by the UNM Alumni Association by **5 p.m. (MST) on Friday, March 22, 2019** for consideration. Late applications are not considered.

### Get the appropriate letter of recommendation

*It is important that you contact those writing your recommendations to verify their participation and to confirm their email address.*

You will provide their email addresses in the application form. Once you have submitted your application, a link to the recommendation form will be emailed to those you have selected. If they have not received the link within 24 hours of application, please contact the Alumni Relations Office immediately.

## UNM Alumni Association Scholarship Application

Tell your references what the letter is for and provide information so that they can write an appropriate letter. Ask persons who can discuss your academic, extracurricular, and work experiences, not just friends, neighbors, or relatives who know you. It is not recommended to ask persons who have important positions simply because of their positions, unless they also know you because of your school/work experiences.

Be sure to tell your references the deadline for submitting the letter is at **5 p.m. (MST) on Friday, March 22, 2019.**

### Eligibility

*I am a senior in high school entering UNM in the fall. Can I apply for a scholarship(s)?*

**NO.** Unfortunately, incoming freshmen at UNM cannot qualify for a scholarship through the Alumni Association until they are sophomores or above. We encourage all incoming freshmen to contact the UNM Scholarship Office website at <http://scholarship.unm.edu/> for information on additional scholarship opportunities.

*I am senior at UNM and am planning to graduate in the fall. Do I still qualify for the scholarship(s)?*

**NO.** It is a requirement that the student is enrolled full-time (min. 12 credit hours) for both the Fall 2019 AND Spring 2020 semesters. If you are scheduled to graduate in Dec. 2019, you will not qualify to apply for the scholarships.

*Are the scholarships open to transfer students from CNM or other institutions?*

**YES.** As long as a student has completed 26 credit hours (including any transfer credits accepted by UNM) by May 2019, they will be considered a sophomore (or above) upon enrollment at UNM, and will qualify to apply for the scholarships.

*Can international students apply for the Alumni Association scholarship(s)?*

**YES.**

*How do I prove I meet the financial need requirement?*

Your FAFSA score (EFC) and scholarship information will be provided to us by the Financial Aid Office. You will not be required to submit your FAFSA score (EFC) in order to apply for a scholarship. FAFSA scores are awarded by mid-February, 2019. If you do not have your FAFSA information by then, please contact the Financial Aid office at 505-277-8900 for assistance.

If you are providing an alternate statement of need, include a brief description of your personal situation and how you are paying for school, what type of financial assistance you receive (if any) and how this scholarship can help you to pay for school-related expenses.

*I have applied for a master's program at UNM for the fall semester and have not received a response as to whether or not I was accepted into the program. Am I eligible to apply for the graduate scholarship(s)?*

**YES.** It is important to indicate that you are waiting for an acceptance letter from the graduate school/program in your statement. In order to release the funds to a recipient's account, all eligibility must be met and is reviewed prior to funds being disbursed into a student's account. Therefore, if you do not get accepted into the program, the scholarship money will go to the alternate.

*I am a scholarship recipient and have not seen the funds posted to my account. When are the funds distributed?*

**August, 2019.** Funds for all scholarships should be posted to your account on the first day of classes. Funds will be distributed in equal amounts for both the fall and spring semesters. If you have not received your funds on the first day of the semester, please notify the Alumni Relations Office at [alumni@unm.edu](mailto:alumni@unm.edu).

## Application Process

*When will the 2019-20 Alumni Association Scholarship applications be available?*

Scholarship applications will be available at **5 p.m. (MST) on Friday, March 22, 2019.**

*If applying for more than one scholarship, do I need to submit multiple personal statements?*

**NO.** One statement is fine. However, please note that if the scholarships require different criteria (i.e., academic achievement, community service and/or financial need) please make sure to indicate how you meet each requirement in your personal statement.

*What type of resume should be included?*

You will upload a copy of your resume in a PDF file format at the time of application. Include in your resume employment history, volunteer activities, student activities, honors and awards, and any additional experience you have. Include dates, titles/roles, leadership positions, description of duties and the details of your involvement. If applying for a scholarship that requires outstanding campus or community involvement, service or leadership, indicate your activities in your resume.

*Is there a form that should be used for letters of recommendation?*

**YES.** We have a recommendation component to the application form. You should contact those writing your recommendation letters to verify their participation and to confirm their email address. You will enter their name and email address in the online scholarship application. At least one recommendation from a current instructor or professor is recommended. Once you have submitted your application, a link to the recommendation form will be sent to those whose email addresses you have provided. Your reference should receive the link within 24 hours of your time of application. If they have not, please contact the Alumni Relations Office. Recommendations must be received no later than **5 p.m. (MST) on Friday, March 22, 2019.**

*Do the scholarships require an official transcript?*

**NO.** On the application form, you will be asked to check a box allowing the Alumni Relations Office to obtain GPA, transcript, credit hours, and financial aid information for the purposes of reviewing your application. If you do not check this box, we will be unable to review your application.

## Dates and deadlines

Scholarship application deadline: All completed application and supporting documentation must be received no later than **5 p.m. (MST) on Friday, March 22, 2019.**

Scholarship decision date: Applications are reviewed to select the scholarship recipients. All scholarship applicants will be notified by early May as to whether or not they received a scholarship.

Funds available: Funds for all scholarships should be posted to your account on the first day of classes.