United University Professions
College Scholarship Fund

GUIDELINES AND APPLICATION

Guidelines:

1. Applicants must be currently registered, full-time undergraduate students carrying at least twelve (12) credits at a state-operated campus of the State University of New York (SUNY). Applicants must possess the qualities and values represented by the United University Professions (UUP) College Scholarship: a dedication to the goals of the trade/labor-union movements; integrity; a tireless quest for excellence in both academic and personal endeavors; and service to the community.
2. Applicants must submit their official transcript(s) from each college/university attended.
3. At the time of application, applicants must have completed at least eighteen (18) credits at any state operated branch of SUNY with a cumulative grade-point average of at least 3.75. Applicants must be enrolled through the following Fall semester since scholarships are awarded in the Fall semester.
4. Applicants must provide evidence of their good character, service to SUNY, the community, and/or their respective colleges by letters and/or other documentation.
5. The UUP College Scholarship Selection Committee will review all applications and select those candidates to be interviewed. Finalists will be interviewed by the Trustees or their designees.
6. The number of scholarships awarded shall be determined solely by the Trustees.
7. The UUP College Scholarship provides a one-time award of $3,000.
8. All applicants are entitled to equal consideration.
9. UUP College Scholars may be required to authorize the release of their college records to show proof of continuing full-time status.

Application:

1. Complete the application form, and attach the Applicant's Statement.
2. The application must be **received in the UUP office no later than *March* 1. UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company.** Type or print in *black ink only* the information requested.
3. Sign the Statement of Affirmation.
4. Send your completed application form to:

UUP College Scholarship Fund
c/o United University Professions
P.O. Box 15143
Albany, NY 12212-9954
or email: kplowman@uupmail.org

Transcripts:

It is the applicant's responsibility to see that an official transcript is sent by the college registrar and **received by the Trustees in the UUP office no later than *March 1.*** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. If the applicant has earned 35 or more credits within the past five years from another institution(s), including other units of SUNY, a transcript(s) from the institution(s) must also be provided.

Letters of Evaluation:

The Trustees of the UUP College Scholarship Fund place a great deal of emphasis on Letters of Evaluation in making their final determinations. Therefore, it is important for applicants to select evaluators who are familiar with their character and their contributions, and who can address these attributes in the context of the ideals of organized labor.

1. Although applicants are required to submit only three Letters of Evaluation, it is suggested that applicants distribute at least four copies of the Letter of Evaluation form to be sure the required three letters reach the Trustees within the time limit.
2. Applicants should make every effort to personally contact each individual asked to write a Letter of Evaluation and should follow up with references to ensure they have forwarded their recommendations.
3. Applicants should sign the Waiver Statement if they do not wish to see their Letters of Evaluation under the Federal Educational Rights and Privacy Act of 1974. If they choose ***not*** to waive their rights, the applicants should not sign the Waiver Statement.

Interview Procedure:

Scholarship finalists are required to interview virtually with the UUP Scholarship Selection Committee. The interview is typically scheduled the last week in May. If you cannot make the interview, you will not be considered.

Notification:

Recipients, as well as non-recipients, of the UUP College Scholarship Awards will be notified by mail of the Trustees' decision by the end of August. The Trustees' decision will be final.

All materials submitted remain the property of the UUP College Scholarship Fund and will not be returned.

Applicant's Checklist:

1. **Current Grade-Point Average:** See that an official transcript of your college work is **received by the Trustees in the UUP office no later than *March 1.*** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. If you have earned 35 or more credits within the past five years from another institution(s), including other units of SUNY, you must provide a transcript(s) from the institution(s).
2. **Applicant's Statement:** Limit yourself to 400-600 typewritten words. The success of the application is based largely on how well the essay is written. You should write clearly, with emphasis on your understanding of labor unions and United University Professions as related to your career goals and your service on and off campus. The UUP Scholarship Selection Committee is interested in your commitment to labor union values and social justice in student, social, political, environmental, and other organizations in which you have been active. The UUP Scholarship Selection Committee wants to know who you are and what you do or intend to do that will make a difference to all of us.
3. **Affirmation:** Make sure that you have read and signed the Statement of Affirmation before you submit the completed application.
4. **Letters of Evaluation:** Three Letters of Evaluation should be submitted by persons in leadership/supervisory positions who can attest to your contributions to the college, the university, and/or the community. It is in your best interest to select writers who are familiar with your qualities and who can comment clearly and thoroughly on some of these attributes. At least one letter should be from a member of the faculty of the college you now attend and should address your academic performance and contributions. A second letter should be from someone who can evaluate your leadership/service. The collective judgment of your evaluations will be an important factor in formulating the Trustees' decision.
   It is your responsibility to distribute copies of the Letter of Evaluation form to your evaluators. These completed forms must be **received in the UUP office no later than *March 1***. UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company.
5. **Resume:** Applicants are required to submit a resume. Please be sure to include extracurricular activities and employment history.
6. **Waiver Statement:** Make sure you read and sign (if you choose) the Waiver Statement on each Letter of Evaluation form before you distribute it.
7. **Documents:** If the following documents are not received as part of your application, your application will ***not*** be considered:
   (1) Application; (2) Statement; (3) Official Transcript(s); (4) Three Letters of Evaluation; and (5) Resume.

APPLICATION

Please type or print in black ink only. If you wish to elaborate on any of the answers below, type them, double-spaced, on an 8 1/2 x 11 single sheet of paper, and submit with this form. Indicate the number of the item to which the information applies.

Personal Data:

_____

Last Name First Middle Email

_____

Permanent Address (where you can be contacted during the summer) (Area Code) Phone Number

_____

School Address (where can you be contacted during the academic year) (Area Code) Phone Number

Academic Information:

_____

High School Address Attendance Dates

_____

College Address Attendance Dates

_____

College Address Attendance Dates

Expected date of graduation: _____ Major/Minor: _____

Your cumulative grade-point average as of the end of fall semester: _____. Official transcript(s) of your college record(s) must be sent as soon as available by your college registrar(s).

Applicant's Last Name	First	Middle

Letters of Evaluation:

It is the applicant's responsibility to obtain Letters of Evaluation from three individuals in positions of leadership/supervision who can attest to the applicant's contributions to the college, university, and/or the community. Photocopy the Letter of Evaluation form on the back page of this application, complete the top of each form, and distribute the form to your references. (Letters may also be written on a separate sheet of paper but must be attached to a copy of the form printed on the back page.) At least one letter should be from a member of the instructional staff of the college or university you attend and should evaluate both your academic performance and contributions. A second letter should be from someone who can evaluate your leadership and service to the community.

List Reference Writers: Name Title Institution

1._____

2. _____

3. _____

APPLICANT'S STATEMENT

In 400-600 words, write a personal statement discussing your life experiences, goals, and commitment to social issues and traditional union values. Your essay should focus on how these make you uniquely qualified to receive a labor-sponsored scholarship award. Type your statement, double-spaced, on 8 1/2 x 11 paper, and attach it to this application form. Be sure to include your name on the statement.

Statement of Affirmation:

I affirm that, to the best of my knowledge, all information and statements provided in this application are complete and accurate. I also agree to supply all academic records and other supporting materials requested by the Trustees, and I understand that failure to do so will disqualify me from further consideration for a scholarship. I understand that failure to register for and complete a full-time course of study at SUNY will forfeit my scholarship. I further understand that any false or misleading information or statements will disqualify me from further consideration for a scholarship.

Signed: _____ Date: _____

LETTER OF EVALUATION

(Please type only)

To the Applicant:

I, _____, from _____
Name of Applicant College/University
hereby request _____ to complete a letter evaluating me.

Note: I am aware of the rights afforded me by the Federal Educational Rights and Privacy Act of 1974, as amended, and hereby waive my rights to examine the contents of this letter, provided that it is used solely for the purposes for which it was requested.
IF YOU DO NOT CHOOSE TO WAIVE YOUR RIGHTS, DO NOT SIGN THIS WAIVER.

Applicant's Signature: _____ Date: _____

(Type below)

To the Evaluator: This Letter of Evaluation must be **received by the UUP College Scholarship Fund, c/o United University Professions, P.O. Box 15143, Albany, NY 12212-9954, no later than *March 1,*** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. Failure to meet this deadline may make this student ineligible for a scholarship. If the student does not sign the Waiver Statement, this letter may not be confidential. Please type your evaluation of the above-named student identifying his/her contributions to the college, university, and/or community, referring to one or more of the following categories: scholarship, leadership, character, service. If you use your own letterhead, please staple your letter to this form.

_____ _____
Name of Evaluator Evaluator's Address (Area Code) Phone Number

_____ _____
Signature of Evaluator Evaluator's Title/Position