

2018 ETS Presidential Scholarship for HBCU Students

In recognition of Educational Testing Service's (ETS) long-standing collaboration with Historically Black Colleges and Universities (HBCUs), ETS will offer a scholarship competition to recognize talented upper-level undergraduate students. Students from all majors and disciplines with sophomore or junior class standing are eligible to apply for a one-year scholarship, to be applied to either their junior or senior year.

The ETS Presidential Scholarship will recognize rising juniors and seniors at Historically Black Colleges and Universities who have established a record of outstanding academic performance in college, both overall and in their major field, and who exhibit an interest in leadership in their chosen field. They must be recommended by the president of their university for their outstanding academic college performance.

The scholarship competition will grant up to four awards to students attending private HBCUs, and up to four awards to students attending public HBCUs. The awards will be merit-based full-tuition scholarships for the 2018-2019 academic year.

Selection Criteria for the ETS Presidential Scholarship for HBCU Students

Presidential Recommendation

A letter of recommendation from the President of the applicant's college or university must be submitted to gain entry in the scholarship competition. **Presidents may recommend up to five (5) applicants per institution.**

Dean or Faculty Recommendation

A secondary and supplemental recommendation form should be submitted by a Dean or department head or a faculty member who is most familiar with the candidate's academic achievements and promise.

Academic Talent

Applicants must have a cumulative grade point average of 3.5 or above. It is essential that the applicant already have demonstrated academic excellence and/or creativity in some subject area of inquiry. An example would be experience or achievements in research. The ETS Presidential Scholarship is designed to recognize students who have challenged themselves with their academic programs and who demonstrate a passion for learning.

Educational Experience & Co-curricular Activities

The scholarship is seeking extraordinary students who demonstrate their achievements through both their curriculum and their co-curricular activities. The ETS Presidential Scholarship will consider both "well rounded" people who have contributed in many different ways to the lives of their schools or communities as well as those who have pushed a single endeavor to the highest level of recognized achievement. Co-curricular successes can come in a variety of forms. Examples include cooperative education experiences, student teaching, volunteer service, internships, and research.

Applicants will be evaluated and selected on the basis of:

- Academic record and grade point average
- College activities and demonstrated leadership related to their academic field
- Responses to questions on the application form
- Letters of recommendation
- Financial Need

Eligibility Requirements

1. Students must attend an HBCU, be enrolled as a full-time student progressing toward a bachelor's degree, and hold sophomore or junior standing (based on credit hours completed at the time of application).
2. Students must be classified by their college or university as either a junior or senior at the time the scholarship award is disbursed.
3. Students must have at least a 3.5 grade point average.
4. Students must have demonstrated financial need.
5. Students must be recommended by the President of their college or university.
6. Students should have a letter of support/endorsement from a faculty member, department head, or dean who is most familiar with their academic work.

Deadline

The following materials must be submitted no later than **Friday, March 16, 2018**

- Application
- Official College Transcript

The following materials must be submitted no later than Friday, March 30, 2018:

- Recommendation of the College or University President
- Supplemental & Secondary Recommendation Forms from a Dean and a Faculty member

Selection Process

An independent selection committee, composed of academicians who are familiar and experienced at evaluating student credentials, will review the scholarship applications. The selection committee is appointed by the International Scholarship and Tuition Services (ISTS).

How to Apply

Interested students must complete the ETS Presidential Scholarship for HBCU Students application, which can be found at <https://aim.applyists.net/ETSHBCU>. It must be submitted along with a current, complete official transcript of grades and the President's Recommendation no later than March 30 (see deadline for submitting application and transcripts above). The President's letter and transcript can be uploaded to the application.

Applicants will receive an email confirming that their application was submitted.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible.

Incomplete applications will not be evaluated. Information provided by applicant is considered confidential and is reviewed only by the ISTS Selection Review Committee.

All applicants will be notified of their final standing in the scholarship program by August 1, 2018.

Here are a few details about your award:

- It is a one-time award that must be used in the 2018-19 academic year.
- This award is to pay your tuition expenses. Please note any other awards which you have that are **tuition only** grants/scholarships on your acceptance form. **ETS Presidential Scholarship for HBCU students program** reserves the right to adjust its tuition scholarship should you have other awards specifically designated for this purpose or the award creates an over-award situation in your financial aid package.
- Your scholarship will be paid in fall and spring installments. A check will be mailed on or about August 1 for the fall semester and in late December or early January for the spring semester, depending on when we receive fall grades. Each check will be mailed to your college/university, made payable to the college or university listed on your aim.applyists.net profile page. If the check is not received by your college/university by Sept. 1, please email us at ContactUS@applyISTS.com.
- You must submit an academic transcript of your fall grades to receive the spring disbursement of your award.
- Your transcript must indicate that you were enrolled fulltime, maintained good academic standing and achieved at least a 3.0 grade point average for the fall semester.
- Your award could be forfeited if you have any disciplinary infractions. If your college/university loses your award check, a stop payment fee may be required in addition to the reissue fee.

General Questions & Answers about the On-Line Application

How do I know if my application is complete?

Allow five to seven business days after uploading documents for your online status to update. You may monitor your status of your application on your home page at <https://aim.applyISTS.net>.

- **Started:** items are needed or are being processed. To see the items, click the grey or yellow 'Started' tile next to the application title. This will open another box listing all required items and the current status of each.
- **Complete:** all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).

- **Not Received:** the attachment has either not been received or has been rejected.
- **Not Started:** the form has not been requested or started.
- **Requested:** the form request has been created, but the form has not been started.
- **Processing:** the attachment has been received and is being reviewed.
- **Rejected:** the attachment was not accepted and has been rejected.
- **Accepted:** the attachment has been verified and accepted by ISTS.

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to upload it again?

There are two situations where your attachment might not upload:

- You upload a file with the same name as one that has already been accepted.
- You upload a file with the same name as one that is waiting to be processed.

Example: You upload your school transcript file and then try to upload the same file with the same name for your test scores requirement because your scores were on it. You simply need to rename the file in order to upload it again so that it may be processed as your test scores.

How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**)

How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop:
 - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
 - b. Mac Users: select "Compress '[folder name]'."
4. Your new **.zip** file will be located on your Desktop, ready to upload.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.



*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

What are the DOs and DON'Ts of uploading documents to my application?

DO:

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page at <https://aim.applyISTS.net> to verify your documents have been accepted.

DON'T:

- Upload a **Microsoft Word™** document (.doc, .docx) or any other format we don't accept.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.

Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered on time.

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** by August. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- Add donotreply@applyISTS.com and contactus@applyISTS.com to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from donotreply@applyISTS.com or contactus@applyISTS.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third parties.

How and when are checks issued?

Your scholarship will be paid in fall and spring installments. A check will be mailed on or about August 1 for the fall semester and on or about December 1 for the spring semester. The check will be mailed to your college/university, made payable to the college or university listed on your aim.applyists.net profile page.



Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also [click here](#) to consult IRS Publication 970 for further information.

Questions

For additional information regarding the scholarship program [click here](#) or call toll free (855) 670-ISTS (4787). Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.

