

Academic Assistance Application Guide

GENERAL INFORMATION

ELIGIBILITY

All *initiated* members in good standing with Alpha Chi Omega as of April 15 are eligible to apply. Additionally, you must remain in good standing for the duration of both the application cycle and award period. You must be pursuing a degree program at an accredited school and considered a full-time student by your school.

YOUR EMAIL ADDRESS - **IMPORTANT**

Be sure that you create your application using a personal email and not an email address that has been used by others in the past, such as "AlphaChapterPresident@gmail.com" or something similar. Applying with a shared email on your Alpha Chi Omega profile will result in your application and recommendation request being saved in the name of the first individual that used that email address, *even though you provide your own name and email within the application*.

- To accomplish this, *before accessing the application in SmarterSelect*, log into your profile at my.alphachiomega.org and verify which email is listed as your preferred email address. If you have been asked to use a shared email due to your current chapter role or other reason, temporarily update your email to a personal email and then begin your application in SmarterSelect. After you submit your application, you can change your email on my.alphachiomega.org back to a shared email address as needed.

RECOMMENDATION – ONE REQUIRED

Every year, many otherwise complete applications are not considered for awards because recommendations are not received. All recommendations should come from individuals who know you in a professional, academic or equivalent setting. To ensure your recommender has time to submit their statement, it is highly advised that you do NOT wait until the deadline to begin your application. SmarterSelect will email a recommendation link to the person you list on your application as soon as you enter

their information. It is highly advisable to speak with them ahead of time to ensure that they are willing to write the recommendation and have the bandwidth to do so before the deadline.

APPLICATION DATES

The application should reflect your situation for the upcoming academic year. Most questions will pertain to the upcoming, NOT the current academic year. Please pay special attention to the dates listed in the questions.

NO SPELLING OR GRAMMAR CHECKS

The SmarterSelect website does not include a spellcheck feature. You are responsible for editing your application prior to submission. Make sure your application is well-written and free of errors. Present yourself professionally and submit complete thoughts. It is recommended to use Microsoft Word or a similar program to draft your open responses to best check spelling and grammar and to ensure the word count meets the writing prompt guideline.

SUBMIT YOUR COMPLETED APPLICATION

Click the "Submit Application" button at the end of the application once you have provided all applicant information and have uploaded all attachments; do not wait for your recommendation to be entered to submit your application. If you submit your application before the recommendation has been entered, your application will be in *Pending* status. Once the recommendation has been entered, your application will automatically move to *Submitted* status and you will receive an automated email from SmarterSelect letting you know. Only applications in *Submitted* status at 11:59 p.m. EDT on the application due date will be eligible for review and consideration.

You are responsible for checking with your recommender before the deadline to ensure they received the email containing the link to your application and that they are still willing and able to enter their recommendation before the deadline. If you need to change recommenders after submitting your application, or if you or your recommender encounters technical issues, please email Erin Parks, director of development operations, at eparks@alphachiomega.org.

APPLICATION SECTION INFORMATION

Application link

While it is open, a link to the current year's application can be found at <https://www.alphachiomega.org/foundation/giving-opportunities/special-funds/scholarships> and <https://www.alphachiomega.org/foundation/giving-opportunities/special-funds/educational-assistance>. The application opens around March 1 each year and is available for approximately 3 weeks.

PERSONAL INFORMATION

Permanent Address

The address you enter on your application should be the address of the place you call home when school is not in session. For collegiate applicants, this is often their parents' address. We have several awards that look for qualified applicants that live in or are from particular states in addition to those attending school in those states. Providing your home address ensures you are considered for those awards when your school is in a different state than your home.

RECOMMENDATION REQUEST

Collegiate members: Please ask an Alpha Chi Omega advisor to complete the recommendation. If your chapter does not have an advisor (or she does not know you well), please ask one of the following people: another Alpha Chi Omega alumna involved with your chapter, a professor, a campus advisor or an employer.

Alumnae members: Please ask an Alpha Chi Omega alumna, a professor, a campus official or an employer to complete the recommendation.

NOTE: Recommendations may not be written by family members, current chapter officers or current collegiate members.

Share with your recommender the two prompts they will be asked to respond to when they follow the link to your application in the SmarterSelect email:

- How long and in what capacity have you known the applicant? Maximum number of words: 50
- Please articulate up to five examples of how this applicant stands out among their peers and why you believe they should receive a scholarship. Discuss their unique qualities, chapter involvement and character. Maximum number of words: 500

Recommenders will not be able to view any other part of your application; their access is limited to only the Recommendation fields to protect your confidentiality.

CHAPTER INFORMATION

Chapter of Affiliation

For new members, select the chapter into which you anticipate being initiated no later than April 15. New members initiated after April 15 are not able to be considered for an award this year.

For initiated collegiate members, select the chapter with which you will be affiliated during the upcoming academic year. If you are planning to transfer to a different school, select that school's Alpha Chi Omega chapter. If you are planning to transfer to a school that does not have an Alpha Chi Omega chapter, select your current chapter and mark that you will be an alumna member next year.

ACADEMIC INFORMATION

College/University attending next academic year

If you are unsure which school you will be attending (e.g., you are applying to grad schools and have not chosen one yet), list your first-choice school and notify the Foundation immediately if you end up choosing otherwise. Your application can be updated after you have submitted it.

GPA for last completed academic period

For semester schools, use your fall semester GPA. For quarter schools, use your first quarter GPA.

Cumulative GPA

For current freshmen applicants, your cumulative GPA may be the same as your last completed academic period; that is fine.

Primary Area of Study

If your primary area of study is not listed, mark Other and enter the information. Please be sure to include only the primary topic of study. Do not include "Bachelor's" or "BA" or any other similar information related to the type of degree. Please note that there is a 20-character limit.

Transcript

Upload a PDF of your most recent transcript. For current freshmen and first-year graduate applicants, your transcript may contain only your fall and winter courses; that is fine. If you are not currently enrolled in school, upload a transcript containing your most recently completed courses. For current seniors applying for graduate assistance, upload your most recent transcript.

ACADEMIC HONORS/OTHER AWARDS

List up to five of your academic honors/awards

List any five honors and awards that you have received that you feel are the most meaningful. These could include other scholarships received, Dean's List mentions or similar honors, etc. Ideally, the honors and awards listed have been received during your collegiate career. For younger applicants, you are welcome to include meaningful honors and awards received while in high school.

NEED-BASED AWARDS

In order to be considered for a need-based award, you will be asked to demonstrate your need. This information will be kept strictly confidential. You will be asked to upload several financial documents and provide additional information. If you elect not to be considered for a need-based award, you will not see application questions related to need-based awards.

Please see additional information and guidance on these application items starting on page 6 of this guide.

ALPHA CHI OMEGA INVOLVEMENT

List up to three positions held/activities involved with

List any three positions held or activities in which you were significantly involved. Event attendance should not be included here. For alumnae applicants, indicate your alumnae chapter, if applicable.

WORK/INTERNSHIP EXPERIENCE

List up to three positions held/internships participated in

List up to three recent positions held or internships participated in, starting with the most recent. Provide the name of the company or organization, your position, the average number of hours worked per week, start and end dates, and whether the experience was paid or unpaid.

CAMPUS/COMMUNITY INVOLVEMENT

List up to three groups you are/were a member of or involved with

List up to three campus or community groups of which you are a member or with which you have volunteered. Do not include Alpha Chi Omega in this section. Also include offices held, if applicable, along with start and end dates and the number of hours per week spent with the group or organization.

LEGACY STATUS

Robinette Family Legacy Scholarship Eligibility

The Robinette Family Legacy Scholarship honors the four Alpha Chi Omega members of the Robinette family. This scholarship gives priority to applicants who are Alpha Chi Omega legacies, defined by Alpha Chi Omega policy as "*a sister, daughter, granddaughter or great-granddaughter of a member. The Alpha Chi Omega member and her family member define their legacy relationship, i.e. step relations, blended families, etc.*" Based on that policy, indicate whether you have legacy status and, if so, the relation(s) and their chapter(s) of initiation that granted your legacy status.

ALPHA CHI OMEGA STATEMENT

How has Alpha Chi Omega impacted your life?

In 300-1,000 words, describe how your membership in Alpha Chi Omega has impacted your life. As a reminder, the SmarterSelect platform does not include a spelling or grammar check. It is recommended to complete the statement in Microsoft Word or a similar program first and then copy and paste it into your application once spelling, grammar and word count have been reviewed. You are encouraged to include meaningful impacts using succinct but descriptive details.

TERMS AND CONDITIONS

Add your signature to certify the accuracy of your application

After all information has been added to your application, type your name and enter the current date to certify the accuracy of your application and to accept the provided conditions.

SUBMISSION INFORMATION

Click “Submit Application”

After all information has been added to your application and you have accepted the terms and conditions, click the “Submit Application” button to submit your portion of the application. If your recommendation has not yet been received, your application will be in *Pending* status. Once the recommendation has been added to your application, your status will automatically update to *Submitted*. When your application reaches *Submitted* status, you will receive an automated email from SmarterSelect notifying you. You are responsible for verifying that your application has been submitted before the deadline. Only applications in *Submitted* status at 11:59 p.m. EDT on the application due date will be eligible for review and consideration.

*REQUEST NEED-BASED AWARDS

Income

You will be asked to provide information about your and your family’s income and the amount of available funds for school-related expenses for the entirety of the academic year. You will also be asked to upload certain documents supporting the information you provide. For applicants that are United States citizens, this includes your Student Aid Index or Expected Family Contribution from your FAFSA report for the upcoming academic year. Be sure to first complete your FAFSA for the upcoming year before starting the need-based questions so that you have this required PDF to upload.

Because the FAFSA is only available to United States citizens, international students will be asked to instead upload whichever financial aid form your school’s financial aid office required you to complete for the upcoming year. This sometimes includes the College Scholarship Service (CSS) Profile Report or the International Student Financial Aid Application (ISFAA).

There is space for you to provide other income or offer additional details related to your situation that you believe are important for the committee to know that were not captured in the application’s questions.

Expenses

You will be asked to provide estimated expenses that cover the entirety of the academic year. No supporting documentation is needed in this section. There is again space for you to provide other expenses or offer additional details related to your situation that you believe are important for the committee to know that were not captured in the application’s questions.

Needs & Reasons

There is space for you to describe your current financial circumstances. Use this space to provide context around the income and expenses information you provided. This should outline your needs and reasons for applying for a need-based grant and should be a detailed expansion of the financial information provided. If you are studying abroad, please explain the associated expenses. If you are not eligible to receive loans, please explain why.

QUESTIONS

If you have any questions about the application or need any technical assistance while completing your application, please contact Erin Parks, director of development operations, at eparks@alphachiomega.org or 317-981-2156, ext. 0230.