

THE HONOR  SOCIETY OF

PHI KAPPA PHI

FELLOWSHIPS

For the support of students entering their first year of full-time graduate of professional study.

2016 – 2017

APPLICATION PACKET

For further information:

Phone: (800) 804-9880, ext. 235

Fax: (225) 388-4900

Email: kpartin@phikappaphi.org

www.PhiKappaPhi.org

PHI KAPPA PHI FELLOWSHIP PROGRAM

GENERAL INSTRUCTIONS AND ADVICE TO APPLICANTS

Before completing the Fellowship application, carefully read all instructions and information that follows and review the Advice for Applicants located at <http://www.phikappaphi.org/grants-awards/fellowship>

ELIGIBILITY

1. Must be an active (dues paid) member through April 15, 2016, or have accepted the invitation to join and be initiated by June 30, 2016. To verify membership status, call (800) 804-9880, ext. 235.
2. Seeking full-time enrollment status in a graduate/ professional school program to begin between May 1, 2016, and February 1, 2017.
3. You have not/will not have completed more than 9 hours of semester credits of graduate study in any field at application deadline.

DEADLINES

- **Spring 2016** (*check with your local chapter for exact date*) — A complete packet must arrive at your local Phi Kappa Phi chapter on or before this date.
- Note that the early chapter deadline allows for each chapter to review submitted applications and to select the **ONE** applicant to represent the chapter as their nominee in the national competition.
- **April 15, 2016 at 11:59 P.M. CT**—Chapters are required to submit the materials of the ONE applicant they have selected as their nominee for the national competition to Phi Kappa Phi Headquarters via the online portal.
No materials can be submitted after the April 15 deadline.

FELLOWSHIP RECIPIENTS WILL:

- Provide a high resolution color photograph and a completed biographical sketch for publicity purposes
- Pursue the proposed course of study at one of the institutions listed, unless prior approval of changes in plans is secured from the Fellowship Committee
- Pursue graduate or professional study as a full-time student and maintain a high level of scholarship and good standing.
- Submit, on time, any reports required by Phi Kappa Phi and notify Society Headquarters of any circumstances that may significantly alter student status.
- Fellowship funds will be disbursed after July 1, 2016, after providing a complete Certificate of Registration.
- May defer (up to 2 years) to accept a Fulbright, Rhodes Scholarship, etc. A written request from the recipient with Selection Committee approval is necessary.

INSTRUCTIONS TO APPLICANTS

1. **OBSERVE DEADLINES.** Remember that the application must be submitted to your Phi Kappa Phi chapter by the chapter deadline.
2. Only the current Application Form will be accepted
3. Applications **must be typed** in a minimum 10-point font.
4. Please answer every question as fully as space permits, **Do not add supplemental sheets** other than transcripts, standardized test score reports, work sample/s, and letters of recommendation.
5. Be clear, concise, complete, organized, and orderly in preparing your application.
6. Clearly identify your rationale for selection of the graduate institutions you have chosen.
7. Give attention to your personal statement. Include an explanation for weaknesses or anomalies in your grade reports and “gaps” that exist in your record, e.g., periods of inactivity in your academic pursuits.
8. Exercise care in selecting the persons who will supply letters of recommendation (Be sure to stress that letters must be typed and a single page in length.)
9. **PROOFREAD** your application
10. Submit one original application packet and supplementary documents to your chapter in the following order: application form, sealed transcript(s)*, official standardized test scores, work sample/s, and three letters of recommendation in sealed envelopes.
11. Complete the Applicant Checklist and read and sign the Applicant’s Certification on the last page. This indicates that if selected to receive a Phi Kappa Phi Fellowship, you understand and accept the responsibilities, obligations, conditions, and possible revocations of the award.
12. Maintain a copy of your application for your records.

Application materials will not be returned

**Official transcripts are required for each academic institution granting credit hours.*

NOTE: *This application may be completed (but not submitted) online at PhiKappaPhi.org.*

PHI KAPPA PHI

LETTER OF RECOMMENDATION REQUEST FORM

PLEASE PRINT THREE COPIES OF THIS PAGE AND INCLUDE ONE WITH EACH LETTER OF RECOMMENDATION.

THIS SECTION TO BE COMPLETED BY APPLICANT

Name of Applicant _____

Recommendation Requested of _____

I hereby waive my rights of access to this confidential evaluation report, as provided in the Family Educational Rights and Privacy Act of 1974. *(optional)*

Applicant's Signature

Date

PROVIDING A LETTER OF RECOMMENDATION

The individual named above has identified you as someone who knows and can evaluate his or her qualifications for a Phi Kappa Phi Fellowship.

I have known the applicant for a period of _____ years and/or _____ months.

I have served as the applicant's: teacher in one class teacher in several classes department chair
 academic advisor other (please explain): _____

Among approximately _____ senior students I have known in this field over the past _____ year(s),

I would rank this applicant in the upper _____ %.

In approximately **500 words or 3500 characters** (min. 10 point font), please indicate your impressions of the applicant's (1) scholarship with particular reference to capacity for original work as a graduate student and (2) character and personality attributes, or other observations that will assist in appraising the applicant's probable success in advanced study and in potential career contributions. We recommend that due to limited space, it is best not to repeat information that is already available to the reviewers, such as the applicant's GPA, institutions attended, etc. Reviewers are likely not specialists in the field and comments about the applicant's research should take that into consideration. Provide the **typed** letter of recommendation on your letterhead. Please complete this form and include it with your letter in a **sealed envelope**. Include the following on the front of the envelope:

Recommendation for [Name of Applicant]
The Honor Society of Phi Kappa Phi
2016-2017 Fellowship Program

Signed _____ Title _____ Date _____



2016-2017 FELLOWSHIP APPLICATION

Deadline: Check with your local chapter.

APPLICANT INFORMATION

Name: _____

First

Middle

Last

Address: _____

Street

City

State

Zip

Telephone No: _____ Email (For all notifications) _____

Phi Kappa Phi Chapter Affiliation: _____

School Name

Chapter #

Membership ID Number: _____

New Initiate (recently invited to join)

Male

Female

Active Member? Annual dues paid through April 15, 2016

Undergraduate Field(s) of Study (Major): _____

Minor (if applicable): _____

Undergraduate Degree: _____ Date Degree Expected: _____

Graduate of Professional Degree(s) to be pursued (i.e., Ph.D., M.Ed., M.D., etc.): _____

Please indicate how you learned about the Phi Kappa Phi Fellowship Competition (check all that apply):

Local Phi Kappa Phi Chapter Officer

College/University Office

Announcement Poster

Phi Kappa Phi Forum (magazine)

Phi Kappa Phi Website

Monthly Mentions (E-zine)

Phi Kappa Phi Email

Chapter Workshop

Phi Kappa Phi Information Fact Sheet

From Headquarters

Faculty member

Friend

From Chapter

Other, explain _____

SUMMARY OF EDUCATIONAL BACKGROUND

Include only post-high school institutions: academic, professional, technical, etc. Note: Eligible applicants will have completed no more than 9 hours of semester credits of graduate study in any field as of April 15, 2016. Credits enrolled but not yet earned as of April 15, 2016 are not considered part of this limit.

List All Institutions Attended:

<i>Name & Location</i>	<i>Dates Attended</i>	<i>GPA (*4.0 scale)</i>	<i>Degree(s), Certificate(s), or Diploma(s) received or expected and approximate date(s).</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

*Must provide international equivalency document from adviser or registrar if GPA cannot be reported on 4.0 scale

A. LETTERS OF RECOMMENDATION

Indicate below the names, positions and contact information of three university professors or other personas who are able to attest to your academic ability, personal qualities and achievements in letters of recommendation. It is your responsibility to request typed letters of recommendation of approximately **500 words/3500 characters** from these three individuals. To do this you must provide them with a copy of the Recommendation Request Form from this packet to ensure that the completed Form is returned to you in a sealed envelope so that you may submit it with your application.

	<i>Name</i>	<i>Position and Field (if applicable)</i>	<i>Phone Number</i>	<i>Email</i>
1.	_____			
2.	_____			
3.	_____			

B. ACADEMIC RECORD

Transcripts or other official evidence of academic record at all college or university-level institutions attended must be submitted as a part of the application. Summarize your record below, grouping by subjects such as mathematics, languages, history, etc. List the number of semester hours in which you received an A, B, C, or D in each subject group. Leave blocks blank when not applicable. If grading systems are different, make necessary adjustments.

SUBJECT GROUPS	Number of Semester Hours by Grade						
	A	B	C	D	PASS OR UNGRADED	CLEP OR ADV. CR	FAILED
TOTALS							

**These totals should equal the total number of undergraduate hours you've earned to date.*

C. HONORS PROGRAM INFORMATION

Does your institution have an honors or curriculum enrichment program? Yes No

If so, did you participate? Yes No

If yes, describe the nature of your involvement, including honors thesis, projects, etc.

If no, explain why you did not participate.

Identify research and/or creative endeavors in which you have participated:

D. ACADEMIC RECOGNITION AND AWARDS

List all your academic awards, recognitions, honors received as an undergraduate: scholarships, research grants, publications, juried shows, recitals, etc. Limit your statement to the printable space provided below. (Tip: List most crucial/meaningful recognitions only)

E. UNDERGRADUATE AND COMMUNITY ACTIVITY AND LEADERSHIP

List activities in which you have participated since high school graduation (cultural, service, athletic, political, volunteer, employment) and leadership roles both on campus and in the community. Give dates and estimates of time (e.g., hours per week) involved in each activity. Distinguish between ongoing and one-time commitments. Limit your statement only to the printable space provided below.

1. On the campus:

2. In the community:

GRADUATE STUDY PROSPECTS

A. TEST SCORES

List your scores/percentiles for all scored sections of the GRE, GMAT, MCAT, LSAT, DAT, or other appropriate tests for graduate admission. Attach a copy of the official test score report(s) and score interpretation sheet(s) (including any sheets verifying score percentiles). A photocopy of the report is acceptable.

Which graduate admission test did you take? _____

List Scores/Percentiles for all scored sections below:

B. WORK SAMPLE

Provide a sample of your best analytic writing (e.g. thesis work). (Do not submit work by multiple authors)

This sample should be approximately 2500 words or 17,500 characters (including works cited).

You may include a second (optional) work sample of your best academic writing or creative work (no more than 5 pages or 5 minutes of audio/visual).

*Please upload your audio/visual files to youtube and provide the link here:

C. GRADUATE STUDY PLANS

List, in order of preference, three institutions of higher education that you are prepared to attend. Your specific reasons for selecting each institution are requested. You should have verified that you have a reasonable chance of being admitted to these institutions. Please remember that all awards are contingent upon attendance at one of the institutions listed unless approval to attend another institution is granted by the Fellowship Committee based on adequate justification.

Name of Institution

City/State

1st Choice: _____

Reason for selection:

Application status (*Applied, accepted, etc.*) _____

2nd Choice: _____

Reason for selection:

Application status (*Applied, accepted, etc.*) _____

3rd Choice: _____

Reason for selection:

Application status (*Applied, accepted, etc.*) _____

Other Choices: To what other colleges/universities have you applied? List them (in no particular order).

PERSONAL STATEMENT

Describe your educational and career goals and personal factors that have influenced your decision to pursue graduate or professional study. This is your opportunity to provide your narrative. Limit your statement to approximately 500 words or 3500 characters-including spaces. (minimum 10-point font)

APPLICANT'S CHECKLIST

To the applicant: Be sure that your application is complete by checking the following list:

All six pages of the application are complete. (Use only the current application.) Be sure all responses are confined to the printable space allotted on the application. Do not add supplemental sheets other than those requested. **Any additional materials will be ignored.**

Official academic transcripts are enclosed for EACH college, university, or other post secondary institution attended in separate, sealed envelopes.

Reports of official standardized test scores and percentile rankings (GRE, GMAT, MCAT, LSAT, etc.) are included. (If you have taken the test, but not yet received the report, indicate on page 4, item A, the examination date and forward a copy of the results to the Phi Kappa Phi Society Headquarters immediately upon receipt.)

Work Sample—Your best analytic writing included

Optional Second Work Sample or Creative Work included. (youtube link provided for audio/visual files)

You have not/will not have completed more than 9 hours of semester credits of graduate study in any field at application deadline.

Three letters of recommendation in separate, sealed envelopes.

You must be an active member (dues paid) through April 15, 2016, or have accepted the invitation to join and have been initiated by June 30, 2015.

To verify membership status, call (800) 804-9880, ext. 235.

You have read, signed, and dated the certification statement below.

APPLICANT'S CERTIFICATION

I hereby apply for a Phi Kappa Phi Fellowship and, if selected, specifically agree to comply with the following stipulations, and understand that failure to do so may result in the revocation of the Fellowship:

1. To pursue the proposed course of study at one of the institutions that I have listed, unless prior approval of changes in my plans is secured from the Society Fellowship Committee.
2. To pursue graduate or professional study as a full-time student and to maintain a high level of scholarship and good standing.
3. To submit a high resolution color photo and brief biographical description for publicity purposes, which may include, but not be limited to, press releases, advertisements, Phi Kappa Phi publications both print and electronic, and any other venues used to promote The Honor Society of Phi Kappa Phi and/or its awards programs.
4. To submit, on time, any reports required by Phi Kappa Phi and to notify the Society Headquarters of any circumstances that may significantly alter my student status.

I understand that The Honor Society of Phi Kappa Phi assumes no responsibility or obligations whatsoever beyond providing the amount of the award.

I understand that should I be unable to accept an award, the award may be granted to another nominee.

I certify that the information submitted in this application is accurate and represents my original work.

Signature of Applicant

Date

REMEMBER!

This application must reach your Phi Kappa Phi chapter by **their** deadline.

Please check with your local chapter for the exact date.

Chapters then identify from their pool of applicants the ONE applicant to represent the chapter in the national competition. Chapters must upload their nominee's application materials to the Society's online portal by April 15, 2016 at 11:59 PM CT.