

# Policy on Scholarship Award Program

## Abstract

The purpose of the Society of Mexican American Engineers and Scientists, Inc., (MAES) Scholarship Program is to assist Hispanic students in completing their higher education goals. MAES scholarships are available on a competitive basis to MAES undergraduate and graduate student members in the fields of science and engineering.

## Filepath

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## Deadlines for 2006 – 2007 School Year

- September 22, 2006: Scholarship must be postmarked no later than September 22
- October 19 - 21 , 2006: Presentation of scholarships
- October 23, 2006: Scholarship press release issued on MAES website by Chair of the HSAC Committee



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## Overview

MAES Scholarships are available on a competitive basis to MAES undergraduate and graduate student members in the fields of science and engineering. The purpose of the Mexican American Engineers and Scientists (MAES) Scholarship Program is to assist Hispanic students in completing their higher education goals. The scholarship applicants are judged by financial need, academic achievement, personal qualities, strengths and leadership abilities and completeness of application and timelines. There

## Request for Scholarship Applications

MAES is currently accepting scholarship applications for the 2006 - 2007 academic year. Please be aware of the following information:

- The Chair of the Historian, Scholarship, and Awards Committee (HSAC) will manage the application and selection process
- The Chair of the HSAC may be contacted by email at [scholarships@maes-natl.org](mailto:scholarships@maes-natl.org)
- The scholarships will be announced and presented at the forthcoming IS&CF during the Medalla de Oro Gala Banquet, Salute to Industry Luncheon, and Scholar's Luncheon

## Awards

Six (6) types of scholarships will be awarded during the MAES 2006 International Symposium and Career Fair in Houston, Texas held on October 18 – 22. The types of scholarships to be awarded are as follows:

- Padrino/Madrina Scholarships – In the amount of \$4,000 each
- Founders Scholarship – In the amount of \$2,500
- Presidential Scholarship – In the amount of \$2,500
- Graduate Student Scholarship – In the amount of \$3,000
- Pipeline Scholarship – In the amount of \$2,000
- General Scholarships – In the amount of \$1,000 each

Note: It will be the student's responsibility to notify the Committee of change in address. All checks will be mailed to the scholarship winners sometime in the beginning of the Spring semester 2007. Scholarships will be forfeited if not claimed by October 18, 2007.

## Eligibility

All applicants must be current MAES Student member (from an active student chapter or at large member). Some of our sponsors require students to be United States citizen, or permanent resident of the U.S., therefore, students applying for those scholarships must meet this requirement. However, MAES has additional scholarships that do not have this requirement.

Applicants must be enrolled as a full time student in an accredited college or university in one of the fifty states prior to submission of the application. During the award period an undergraduate student must carry a minimum of twelve (12) credit hours and a graduate student must carry a minimum of nine (9) credit hours on a semester basis.

Community college applicants must be enrolled in transferable majors to a four-year institution offering a Baccalaureate Degree. Due to limited resources, MAES is unable to make awards to fully employed persons, non-MAES student members, practicing professionals or others pursuing an education through extended day, night school, part-time, special weekend or other non-traditional degree programs.

Applicants will be evaluated for all scholarship awards including the top awards of Padrino/Madrina, Founders, Presidential, Graduate, and Pipeline scholarships. In order to receive any of the top awards, applicants MUST BE in attendance at the forthcoming International Symposium and Career Fair during the Medalla de Oro Gala Banquet, the Scholar's Luncheon, and the Salute to Industry Luncheon.

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## Selection Process

### Selection Criteria

The Scholarship Award Selection Committee will meet prior to the MAES 2006 International Symposium and Career Fair to evaluate and recommend applicants on the following priority order and criteria:

- Financial need
- Academic Achievement
- Personal Qualities, Strengths and Leadership Abilities
- Completeness of application and Timelines

### Selection Process

The HSAC will assemble a Scholarship Award Selection Committee consisting of the HSAC Chair, MAES National Program Director, local Symposium Committee member, and a MAES Professional member. The decision of the Scholarship Award Selection Committee is final. Neither the Scholarship Chair nor any members of the Symposium Award Selection Committee will discuss reasons for selection of the scholarship recipients.

### Selection Notification

Successful candidates will be notified of their selection during the forthcoming International Symposium and Career Fair. Top awards will be awarded during the conference, no prior acknowledgments are made to applicants, and all notifications are final and irrevocable.

## How to Apply

Completed applications must be sent by the postmark deadline. No exceptions or extensions will be made. No email applications will be accepted. Regular mail is preferred and there is no need for certified or other special mailings that delay the review process. If a receipt is desired, enclose a self-addressed stamped envelope or postcard with the application.

The original application packet and an additional three (3) copies of the scholarship application forwarded to the MAES national office. Note: recommendation letters should be in a sealed envelope and not need to be copied.

- The MAES Scholarship Application form with all sections completed by the student.
- The MAES Scholarship Institution Certification form completed by a representative of the student's academic Financial Aid Office.
- At least one recommendation submitted by an individual or individuals of the student's choice using the MAES Scholarship Recommendation form.
- Most recent school transcript showing all enrolled, completed, and transferred credits.

Send all required documents to:

MAES, Inc.  
ATTN: Scholarships  
711 W. Bay Area Blvd. Suite #206  
Webster, TX 77598-4051

For any additional information please contact the Chair of the Historian, Scholarship, and Awards Committee.

# MAES SCHOLARSHIP APPLICATION FORM 2006-2007 SCHOOL YEAR

## Section A. Personal Information:

|    |   |
|----|---|
| 1. | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last _____ First _____ Middle _____   |
| 2. | <b>Current Address:</b><br>Number and Street _____ Apt. No. _____<br>City _____ County _____ State _____ Zip _____<br>Telephone (____) _____ - _____ E-mail Address _____   |
| 3. | <b>Permanent Address:</b><br>Number and Street _____ Apt. No. _____<br>City _____ County _____ State _____ Zip _____<br>Telephone (____) _____ - _____ E-mail Address _____   |
| 4. | Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No SSN: ____ / ____ / ____<br>If no, do you have permanent residence status in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long?   _____<br>Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No (IMPORTANT: Submit a copy of resident alien card or other verification if you checked yes above.)<br>Birth Date ____ / ____ / ____ Birth Place: City _____ State _____ |
| 5. | <b>Hispanic Background:</b><br><input type="checkbox"/> Mexican American <input type="checkbox"/> Caribbean <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Central American<br><input type="checkbox"/> South American <input type="checkbox"/> Other _____  |

## Section B. Academic Information:

|    |   |
|----|---|
| 1. | <b>Graduate/Professional School:</b><br>Name _____ City _____ State _____<br><input type="checkbox"/> Ph.D. Student <input type="checkbox"/> Master's Student    Year <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup><br>Major _____ Minor _____<br>Expected Graduation Date ____ / ____ / ____ Credit Hours _____ GPA ____ / ____  |
| 2. | <b>Undergraduate College/University:</b> <input type="checkbox"/> Four-year College <input type="checkbox"/> Community College<br>Name _____ City _____ State _____<br><input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior    Expected Grad. Date ____ / ____ / ____<br>If a senior, do you plan on attending graduate school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, then when? ____ / ____ / ____<br>Undergrad. Major _____ Expected Grad. Major _____<br>Dates Attended ____ / ____ / ____ to ____ / ____ / ____ Credit Hours _____ GPA ____ / ____ |
| 3. | <b>Undergraduate College/University:</b> <input type="checkbox"/> Four-year College <input type="checkbox"/> Community College<br>Name _____ City _____ State _____<br><input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior<br>Major _____ Minor _____<br>Dates Attended ____ / ____ / ____ to ____ / ____ / ____ Credit Hours _____ GPA ____ / ____  |
| 4. | Are you a previous MAES scholarship recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Amount \$ _____ Year _____<br>Are you a current MAES Student Member? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be current MAES member to apply.)   |

**Section C. Personal Statement:**

In the space below, type a brief personal statement addressing the following:

- a) Family background (1 paragraph)
- b) Involvement in school/community activities (leadership roles in these activities), achievements, current higher education status and/or career goals (2 paragraphs or less)
- c) MAES involvement (Officer, Chairperson, PACES, PAGESS, Member, for how long?) - (3 paragraphs or less)
- d) Financial need for this scholarship (2 paragraphs or less)
- e) Any other information relevant to this application (1 paragraph)

This statement is one of the most important aspects of this application and is the equivalent of an interview. Accordingly, it should be addressed solely to the MAES Selection Committee. Resumes will not be accepted in lieu of or in addition to personal statements intended for other institutions or selection committees.

### Section D. Family Financial Statement:

|  |  |                    |  |
|--|--|--------------------|--|
| 1.   | If you expect to be employed during the 2006-2007 school year complete the following:  |                    |  |
|  | Type of Work _____   | Hrs per week _____ | Monthly \$ Salary _____                        |
| 2.   | Applicants Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Single Parent   |                    |  |
|  | If single, number of brothers and sisters. _____   |                    | Including yourself, how many in college? _____ |
|  | If married or single parent, number of children? _____ If Married, please provide spouse income below.   |                    |  |
| Are you the first of your family to attend a College or University? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                    |  |
| 3.   | Parents Marital Status (if single): <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed |                    |  |
|  | Father's Name: _____   |                    | Spouse's Name: _____                           |
|  | Mother's Name: _____   |                    | Occupation: _____                              |
|  | Occupations: _____   |                    | Annual Income: \$ _____                        |
|  | Combined Annual Income: \$ _____   |                    |  |

### Section E. Required Attachments:

|   |   |
|---|---|
| <b>The following must accompany this completed application:</b>   |   |
| <input type="checkbox"/>  | <b>TRANSCRIPT:</b> A Transcript showing all enrolled, completed, and transferred college credits. First year graduate/professional school students are to send their undergraduate transcripts. (Note: Unofficial transcripts with school logo are acceptable.)   |
| <input type="checkbox"/>  | <b>INSTITUTION CERTIFICATION:</b> The MAES Scholarship Institution Certification form completed by an officer of the college or university.   |
| <b>The following may accompany this completed application provided they are in a sealed envelope or they may be mailed directly to the Selection Committee. If mailed directly, they must be postmarked no later than the application deadline.</b> |   |
| <input type="checkbox"/>  | <b>RECOMMENDATIONS:</b> At least <u>ONE</u> recommendation is required and <b>NO MORE</b> than two (2) will be accepted with this application. The MAES Scholarship Recommendation form should be given to a person(s) who can discuss your leadership, academic and personal achievement, as well as your potential for future success. The recommendation should address qualities such as maturity, motivation, self-confidence, and commitment. |
| <b>All required documents must be postmarked <u>NO LATER</u> than the September 22, 2006 deadline. The documents <u>must</u> be mailed to:</b>  |   |
| <b>MAES, Inc.</b><br>Attn: Scholarships<br>711 W. Bay Area Blvd. Suite #206<br>Webster, TX 77598-4051   |   |
| <input type="checkbox"/>  | <b>EXTRA COPIES:</b> With the Original Copy of the Application, please make three (3) additional copies of Sections A-D & F and Section E (Transcript and Institution Certification). Send application and copies to the address above. (Note: Recommendation letter(s) should be in a sealed envelope and do not need to be copied.)   |

**Section F. Certification:**

I certify that all the information on this form is true, complete, and accurate. I understand that this information is subject to verification by the selection committee. I give MAES permission to share contact information for the purpose of recruitment, public relations and possible employment. I further certify that this award is contingent on my maintaining full-time student status at my school and being a MAES student member in good standing. I will use the award toward expenses related to continuing my education and, if chosen but not attending school the academic year in which the award applies, I will return the scholarship monies.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Section B (cont): To be completed by the person providing recommendation.**

Please assess the applicant's potential for a career in the Science and Engineering fields and share any observations and inferences that would be useful in predicting this applicant's potential for future success. It would be useful for you to also discuss the applicant's leadership, academic and personal achievements. The recommendation should address qualities such as maturity, motivation, self-confidence, and commitment.

# MAES SCHOLARSHIP INSTITUTION ENROLLMENT CERTIFICATION FORM 2006-2007 ACADEMIC YEAR

## Section A: To be completed by the Applicant.

|           |  |
|-----------|--|
| <b>1.</b> | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last _____ First _____ Middle _____  |
| <b>2.</b> | <b>Applicant's Certification:</b><br>I authorize the institution indicated in Section B to release information about my academic, financial, service, and other pertinent information to the administrators of the MAES Scholarship Committee. This release is valid for a period of six months. If awarded a scholarship, this release is valid for three months after the award period.<br><br>Signature _____ Date ____ / ____ / ____ |

## Section B: To be completed by Academic Institution Financial Aid Office.

|           |   |   |
|-----------|---|---|
| <b>1.</b> | <b>Enrollment Status:</b>   |   |
|           | Is this student enrolled full-time for the current academic year? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If currently enrolled, is this student currently in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the anticipated graduation date for this student? ____ / ____ / ____   |   |
| <b>2.</b> | <b>Estimated Costs:</b>   | <b>Financial Support:</b>   |
|           | Tuition \$ _____<br>Books & Educational Supplies \$ _____<br>Room and Board \$ _____<br>Transportation \$ _____<br>Medical \$ _____<br>Other (Please List) _____<br>_____ \$ _____<br>_____ \$ _____<br>_____ \$ _____<br>_____ \$ _____  | Parent Contribution \$ _____<br>Student Contribution \$ _____<br>Student Loans \$ _____<br>Scholarships \$ _____<br>Grants \$ _____<br>Fellowships \$ _____<br>Assistantships \$ _____<br>Other (Please List) _____<br>_____ \$ _____<br>_____ \$ _____<br>_____ \$ _____ |
|           | Total Estimated Cost \$ _____   | Total Income \$ _____   |
|           | Expected Unmet Need \$ _____  |   |
| <b>3.</b> | <b>Certification by Academic Institutional Financial Aid Office:</b>  |   |
|           | The undersigned institutional representative certifies that, to the best of his/her knowledge, the information reported above is accurate. This Certification should include the school's seal or office stamp.<br><br>Name of School _____<br>Financial Aid Administrator's Name (Please print) _____<br>Signature _____ Date ____ / ____ / ____<br>Telephone ( ) - _____ E-mail Address _____ |   |