



Society of Women Environmental Professionals (SWEPP) of Greater Philadelphia 2011-2012 Scholarship Application Instructions

Purpose of the Scholarship Program:

To encourage women to pursue careers in the environmental field; to mentor students with an interest in the environmental field; and to provide students with connections to SWEPP's diverse membership for networking and career development opportunities.

The Scholarship Award:

Two scholarships are granted annually to women pursuing careers in the environmental field. One undergraduate scholarship is awarded in the amount of \$2,000, and one graduate scholarship is awarded to a graduate or law student in the amount of \$3,000. Eligible applicants must be enrolled in an academic program, pursuant to the requirements listed below. The scholarship funds will be awarded directly to the selected student in each category in a single lump sum in the spring of 2012. Also included with the award is a free membership in SWEPP of Greater Philadelphia for as long as the scholarship recipient remains enrolled as a student at an eligible academic institution.

Eligibility Requirements:

- A. All Applicants.** You must meet all of these requirements, and either the requirements of Section B or C to be eligible. Any applicant who is dually enrolled as an undergraduate and a graduate student may be considered for either scholarship at the discretion of the Scholarship Committee.
- I am female.
 - I am a United States citizen or hold permanent resident status.
 - I have a minimum GPA of 3.0 (scale of 4.0) or its equivalent.
 - I have completed and submitted the application by **December 31, 2011**.
 - I am available for an interview conducted by the SWEPP Scholarship Committee during the week of **January 23, 2012**.
 - I am not a member of the SWEPP Board of Directors or of the SWEPP Scholarship Committee, or immediate family of such a member.
 - I am not a previous SWEPP scholarship award recipient. (Previous applicants who were not selected for an award may re-apply.)
- B. Undergraduate Scholarship.**
- I am currently enrolled at one of the eligible colleges or universities (see list) as an undergraduate student and will continue to be enrolled as an undergraduate during the academic calendar 2011/2012.
 - I have a declared major in a field related to the environment.
- C. Graduate Scholarship.**
- I will be enrolled in the academic calendar of 2011/2012 at one of the eligible colleges or universities (see list) as a graduate student. First year graduate or law students must show proof of acceptance as part of their application.
 - My graduate studies relate to the environmental field.

Terms under which Scholarships are Awarded:

- a. Applications must be submitted on the application form provided.
- b. Please email scholarship application and attachments to swep.scholar.phila@gmail.com. Please put “**Scholarship application for [your name]**” in the subject line. Your email should include the following attachments:
 - PDF of Application Form (titled **FirstName_LastName_Application.pdf**)
 - PDF of Essay (titled **FirstName_LastName_Essay.pdf**)
 - PDF of Resume (titled **FirstName_LastName_Resume.pdf**)
 - PDF of Unofficial Transcript (titled **FirstName_LastName_Transcript.pdf**)

Microsoft Office 2010 has a built in “Save as PDF” feature. Microsoft Office 2007 users can download a “Save as PDF” add-in here: <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=9943> There are also several PDF converters available online.

- c. **Transcript(s)**. Official transcript(s) must be submitted directly from the college or university to the address provided below. Transcripts must be requested by December 31, 2011. Retain proof of the date you submitted your transcript requests (e.g., receipt, email, fax confirmation, etc.). Please send transcripts to:

Christina Arlt
c/o DVRPC
190 N. Independence Mall West
8th Floor
Philadelphia, PA 19106

- d. **Letters of Recommendation**. Please obtain two letters of recommendation, including at least one academic letter of recommendation. The letters should be no longer than one page each and address (as appropriate):
 - Academic Achievement
 - Work Experience
 - Personal Character
 - Commitment to chosen field of study

Recommenders can email PDFs of their letter of recommendation directly to swep.scholar.phila@gmail.com. If your recommender would prefer to mail a letter, please have him/her mail it to the address listed under “Transcripts.” Mailed letters must be postmarked by December 31, 2011.

- e. **Deadline**. The SWEPS Scholarship Committee must receive applications (including application form, essay, resume, unofficial transcript, and emailed letters of recommendation) to swep.scholar.phila@gmail.com by 11:59:59PM on **December 31, 2011**. Applications received after the specified dates will not be considered.
- f. **Interviews**. Interviews of selected candidates will be held during the week of **January 23, 2012**. The scholarship recipients will be announced and presented with their scholarship checks at an event to be held in the spring of 2012.
- g. **Eligible Colleges and Universities**. In order to be considered eligible for a SWEPS Greater Philadelphia scholarship, the student must be enrolled in (or accepted to) a college/university (public, private, or community college) in one of these counties:

Pennsylvania

Bucks Lehigh
Berks Montgomery
Chester Northampton
Delaware Philadelphia
Lancaster

New Jersey

Burlington Middlesex
Camden Salem
Cumberland
Gloucester
Mercer

Delaware

Kent
New Castle
Sussex

If you have a question, please send an email to swep.scholar.phila@gmail.com with the word “Question” in the subject line. Please note: this email address is only monitored periodically.