



VCU

College of Engineering

Gary S. Huvard Chemical Engineering Scholarship

APPLICATION INSTRUCTIONS FOR CURRENT VCU STUDENTS

About the Gary S. Huvard Chemical Engineering Scholarship:

The scholarship is available to rising or current juniors majoring in Chemical Engineering in the VCU College of Engineering. Students must have demonstrated financial need, minimum cumulative GPA of 3.0, and demonstrate practical engineering ability.

The value of the award is \$500 per year for up to a maximum of \$1,000 over two years.

For renewal you must maintain a cumulative GPA of 3.0 or greater as a full-time student in Chemical Engineering. Renewal eligibility is reviewed at the end of each semester.

Application deadline:

Applications are due by 5:00pm, October 26, 2018

Application Process

Please read these instructions carefully before you proceed. You may want to print or save this instructions document for reference.

You will need to prepare several documents before completing this application. A complete application includes:

1. The [online form](#) filled out completely.
2. A single document containing:
 - A brief personal statement.
 - Your resume.
3. Two letters of recommendation.
 - At least one letter must be from one of your VCU professors.
 - Preference for the second letter is a work or research supervisor, or another professor.

College of Engineering
Office of Enrollment Management

601 West Main Street
Box 843068
Richmond, Virginia 23284-3068

804 827-4011
engscholars@vcu.edu
egr.vcu.edu

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Detailed instructions for each item.

The online application form

- The form use cookies to allow you to leave the form and return later.
 - You must return using the same browser on the same computer or your progress will be lost.
 - If you do not return to the form within 1 week your progress will be lost.
- Please be sure to get all the way to the end.
 - At the end of the form you will receive an email confirmation. If you do not receive the confirmation then your form was not complete.

Personal Statement and Resume document

- Make sure that all items are combined and saved as a single file.
- PDF is the preferred format. Rich Text or Word are also acceptable.
- Please be sure that your personal statement and resume are complete and ready to upload before you proceed with the application.
- **Personal Statement**
 - Please write a brief personal statement describing your career plans, reasons for applying to this scholarship, and anything you feel distinguishes you as a student in the VCU College of Engineering.
 - The length should be about 1 or 2 pages.
 - i. We do not enforce a word count or formatting rules, but please avoid making the document too long or using unusual formats, i.e. normal fonts and margins are best.
- **Resume**
 - Please use your current resume. No need to create a separate version for this application.

Recommendation Letters

- The online application form includes a section where you will enter the names and email addresses of 2 recommenders.
- When you submit the application, the recommenders will receive an email with a unique link to a form where they can submit the recommendation for you.
 - This link will automatically connect their letters to your application.
- We have a **strong preference** for references submitted through the form.
 - We suggest that you contact your references in advance so that they will be expecting the reference request email.



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- If any of your references have questions about the scholarship or the application process; or if they are not able to use the online form they may email directly to engscholars@vcu.edu
- Recommendations are due by 5:00pm on October 30, 2018
 - PDF is the preferred format. Rich Text or Word are also acceptable.
- If one of your recommendation writers is not able to use the automated system. Then the recommendation may be submitted in one of the following two ways:
 - The recommendation writers may email your recommendation to VCU Engineering Scholarships (engscholars@vcu.edu) including your name and "Gary S. Huvard Chemical Engineering Scholarship" in the subject.
 - or
 - Provide your recommendation writers with a stamped envelope to mail a hard copy to:

Gary S. Huvard Chemical Engineering Scholarship Committee
VCU College of Engineering
West Hall 233
BOX 843068
Richmond, VA, 23284

Online Application Form Link:

The following link will take you directly to the application.

https://acsurvey.qualtrics.com/jfe/form/SV_9z9iHfJGIxPJKyp