



UMHEF Scholarships Administrator • P.O. Box 340005 • Nashville, TN 37203-0005 • (615) 649-3990 • (800) 811-8110
umhefscholarships@umhef.org • www.umhef.org

NAMED ENDOWED SCHOLARSHIPS GENERAL APPLICATION GUIDELINES

The United Methodist Higher Education Foundation (UMHEF) General Application is used for a number of named scholarship funds established by various donors. Some of the funds stipulate that applicants meet certain eligibility criteria, i.e., resident of specific conference, majoring in specified field, etc. Scholarship fund descriptions are available at www.umhef.org. **Please send only one application.** Applicant will be considered for only one award from UMHEF funds during an academic year.

DEADLINE: Application and all required documents must be postmarked no later than **March 1**. Applications will be accepted beginning January 2 each year for the following academic year. Faxes or photocopies of completed application and supporting documentation will not be accepted.

BASIC CRITERIA FOR ELIGIBILITY FOR ALL SCHOLARSHIPS

- **Must be an active, full member of The United Methodist Church** for at least one year prior to applying. *Members of other Methodist denominations are not eligible.* International students must be attending a United Methodist-related institution in the United States.
- **Must be enrolled or planning to enroll in a full-time degree program** (graduate or undergraduate) at a regionally accredited educational institution in the U.S. Priority is given to applicants enrolled or planning to enroll in a United Methodist-related institution. Doctoral (PhD) candidates are not eligible.

APPLICATION PROCESS

- **Complete in full.** Every question must be answered and all sections of the form must be completed; please type or print legibly.
- Applications **not** complete by the deadline date will **not** be considered by the Scholarships Committee.
- An **Official Transcript** (no copies) of your most recent academic work (with grades through Fall Semester) must be submitted with your application.
- **Letters of Recommendation** – Instructions for each letter are printed on page 5 of the application. It is important that these letters be enclosed with your complete application when it is mailed to UMHEF.
- **Applicant's essay** – On a separate sheet of paper, write an essay of 200 words or less, including information as indicated in Applicant's Essay Guidelines on page 5 of the application.
- **SEND ONLY ONE APPLICATION.** Applicant will be considered for only one award from UMHEF funds during an academic year. Scholarship fund descriptions are available at www.umhef.org.
- You are urged to have your completed application (including transcript, recommendation letters and essay) in the UMHEF office at least one month before the **deadline date of March 1**.
- Mail completed application and required documents to:

United Methodist Higher Education Foundation
UMHEF Scholarships Administrator
P.O. Box 340005
Nashville, TN 37203-0005

Are you a full and active member of The United Methodist Church (for at least one year)? Yes No

Name of church where you are currently an active member _____

Church Mailing Address _____ Annual Conference _____

City _____ State _____ Zip _____ Phone _____

Pastor's Name _____ E-mail _____ Phone _____

Institutions of Higher Education Attended; list current school first:

Institution	Dates Attended	Degree Earned	Major	Grade Point Average
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any academic honors, awards, etc. you have received _____

What factors, if any, should be taken into consideration in evaluating your academic record? _____

Will you be working during the college year? _____ State briefly any paid employment you have had or now have:

Title or Position	Employed by	Type of Work	Dates
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father's name _____ Occupation _____

Mailing Address _____
Street Address or PO Box _____ City/State/Zip Code _____

Mother's name _____ Occupation _____

Mailing Address _____
Street Address or PO Box _____ City/State/Zip Code _____

If applicant is under age 24, check the range of your parents' gross annual income.

\$0-\$24,999 \$25,000-\$49,999 \$50,000-\$99,999 \$100,000-\$149,999 \$150,000+

Please indicate whose income is reflected in this amount _____

If applicant is under age 24, indicate how many persons are dependent on your parents' income and their ages:

FINANCIAL STATEMENT

This statement must be completed before your scholarship request can be reviewed.

FINANCIAL AID IS REQUESTED FOR ACADEMIC YEAR _____ - _____

INCOME AVAILABLE to meet expenses for the academic year:

Personal funds (cash, savings, etc.)	\$ _____
Total summer earnings \$ _____	
Summer earnings available for school	\$ _____
Expected earnings for academic year	\$ _____
Parental support	\$ _____
Spouse's net income, if applicable	\$ _____
Assistantships	\$ _____
Scholarships (itemize)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Grants (itemize)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Loans (itemize)	
_____	\$ _____
_____	\$ _____
Other income (itemize)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INCOME:	\$ _____

ESTIMATED EXPENSES for the academic year:

Tuition and fees	\$ _____
Books	\$ _____
Housing	\$ _____
Food	\$ _____
Clothing and laundry	\$ _____
Medical care	\$ _____
Transportation (itemize)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other expenses (itemize)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$ _____

Please note: On a separate sheet describe any unusually high expenses. (Additional itemized expenses may also be listed.) Special circumstances that may affect your financial situation should be explained.

If you are a self-supporting student, list number of dependents (explain) _____

Have you applied for other financial aid for the academic year not listed above?

If yes, name sources _____

If approved, list amount you will receive (or have received) from each source _____

List educational loans unpaid for prior years:	Source:	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

LETTERS OF RECOMMENDATION

Enter the name and relationship of the persons writing your letters of recommendation in the blanks below. **The letters of recommendation should be SIGNED and enclosed with your application.** If there is a question about this requirement, you may contact the UMHEF by email: umhefscholarships@umhef.org OR by telephone: 615-649-3990, or toll free at 1-800-811-8110.

1. The **Pastor** of the United Methodist Church where you are currently an active member. *If you are a student pastor or a certified candidate for ministry, the letter of recommendation should be from your district superintendent or supervising pastor.*

Name	Relationship
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2. A **teacher/college professor/instructor who** has taught you **this academic year**. *If you have not been in school in the past two years, you may request this reference from a recent employer.*

Name	Relationship
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APPLICANT'S ESSAY GUIDELINES

Attach a written **ESSAY in 200 words or less** (must be typed or word processed) describing your **leadership responsibilities and activities** during the past three years, including your current activities and goals as follows:

- **For Incoming Freshman:** Involvement and/or leadership responsibilities in your church, high school, and community within the last three years
- **For All Other Applicants:** Involvement and/or leadership responsibilities in your church, college, and community within the last three years

APPLICANT'S PLEDGE

I understand that to the best of my knowledge, the information contained in this application is correct and complete. I understand it is ***my responsibility*** to ensure all requested documents (transcript, recommendation letters, essay) are received by UMHEF no later than the deadline date of March 1.

By submitting this application, you are giving UMHEF permission to use your picture and/or statement in print (e.g. public relations materials) to promote the Foundation, and also to release your information to external church-related sources (e.g. annual conference newspapers) for possible use in publications.

Student's signature/date

Deadline: Application and all required documents must be submitted by March 1. Faxes or photocopies of completed application and supporting documentation will not be accepted. This form may be reproduced. Applications may also be downloaded from www.umhef.org.

If you have questions, contact the UMHEF Scholarship Office by email: umhefscholarships@umhef.org OR by telephone: 615-649-3990, or toll free at 1-800-811-8110.

Mail completed application and required documents to:
United Methodist Higher Education Foundation
Scholarships Administrator

P.O. Box 340005
Nashville, TN 37203-0005

How did you hear about us?

- Church Pastor or Youth Minister
 Parent or relative
 Our website, brochure or other promotional material?
 Other: _____

APPLICATION CHECK LIST

UMHEF will **not** send an incomplete application to the Scholarship Review Committee. Read questions carefully to eliminate delays and the possibility of your application not being reviewed. Before mailing your application papers, read and check off the following:

- Have you **answered every question** and/or written a response in every blank on the application?
- Is your **official transcript** enclosed?
- Are **letters of recommendation** signed and enclosed?
- Have you enclosed your **essay**?
- Are you aware of the **deadline date**?
- Did you remember to **sign the application**?

You are urged to have your completed application (including transcript, recommendation letters and essay) in the UMHEF office at least one month before the **deadline date of March 1**.