

# Instructions for the Della Smoot Scholarship Application

## Basic Requirements

To apply for the Della Smoot Scholarship, you must:

1. Be a student enrolled at the College of San Mateo, who has completed at least 18 graded College of San Mateo units by the end of the Fall 2015 Semester.
2. Be enrolled in a major, certificate, AA/AS\_degree, or transfer program of courses that requires at least 48 units of college classes, including general education requirements.
3. Have and maintain a cumulative grade point average of 3.00 or higher.
4. Plan to complete at least 12 units at CSM during the 2016-2017 academic year.

## How to Apply

1. **Complete the CSM Scholarship Application due February 18, 2016.** If you have already submitted the CSM Scholarship Application, you do not need to do it again. Ask the Scholarship Office to attach a copy of your CSM Application and your financial information to the Della Smoot application.
2. **Submit a second letter of recommendation** from an employer, friend, or other person, not a relative, who knows you well and can describe your personal qualities and character.
3. **Submit a resume** outlining your educational history, awards and achievements, extracurricular activities, and leadership positions. Include current and completed paid and volunteer work, with dates of service. Include any activities which influenced your life choices.
4. **Submit unofficial academic transcripts from other schools.** The CSM scholarship office will give us a transcript of your work at CSM. If you have completed work at another college which will be counted toward your 48 unit requirement, please submit a transcript showing the courses, units and grades.
5. **Create an Academic Plan** for 2016-17 academic year at CSM. Include any courses you plan to take at other campuses. You can use the CSM form or the form on the next page. List your major, your academic goal, and the courses you will take. Put a star by the courses in your major field. We are looking for evidence that you understand the requirements and have planned ahead to make the best use of your time. Students who have done high quality work in their major field will be given preference.
6. **Include a photo of yourself (optional).** A snapshot is fine. You will not be penalized for omitting the photo. The scholarship committee will read many applications to find just one winner. Being able to link a face to an application helps us remember the details that distinguish your application from the others.

Finalists will be invited to a personal interview with the Della Smoot Scholarship committee.

**DEADLINE:** Completed applications should be submitted by **Thursday, March 10, 2016 by 4:30pm** to the CSM Financial Aid Office (ATTENTION: Karen Chadwick) or scanned & emailed to Karen Chadwick ([chadwick@smccd.edu](mailto:chadwick@smccd.edu)) no later than **March 10, 2016 by 11:59pm**.

## 2016 Application for the Della Smoot P.E.O. Chapter QK Scholarship Academic Goals and Plan

Name \_\_\_\_\_ Age \_\_\_\_\_ CSM Student ID# \_\_\_\_\_

Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_

What is your academic goal at CSM? Certificate(s) in \_\_\_\_\_  
and/or

AA/AS degree in \_\_\_\_\_  
and/or

Transfer to BA/BS program in the field of \_\_\_\_\_

at one of these schools \_\_\_\_\_

When you'll finish at CSM (m/y) \_\_\_\_\_ Career Goal \_\_\_\_\_

### ACADEMIC PLAN

**Spring 2016**

**Summer 2016 (Optional)**

Dept, Course # and Title	Units	*?		Dept, Course # and Title	Units	*?

**Fall 2016**

**Spring 2017**

Dept, Course # and Title	Units	*?		Dept, Course # and Title	Units	*?

List all the courses you plan to take. Please put a \* by the courses required for your major, excluding general education requirements.