The University Scholarship Program is designed to provide tangible encouragement and public recognition to academically outstanding students. The program is supported by generous contributions from individuals, organizations, corporations and foundations. Scholarships range in amounts from $250 to $5,000 per academic year. All applicants may re-apply in succeeding years as long as eligibility is maintained.

A portion of the application process is now online. Please follow all the required steps to submit a complete application. By submitting a complete and accurate application packet, you will be applying for all scholarships within the University Scholarship Program for which you qualify. The Scholarship Office must receive all required material before your application will be considered.

### 1. Application Eligibility

Application to, enrollment in, or acceptance for admission by SSU at the time you apply for a scholarship is required. **Formal admission to the University is not required.** A minimum GPA of 3.0 on a 4.0 point scale for your overall cumulative total GPA as determined by SSU Admission and Records is also necessary. You do not need to furnish a transcript. This applies to both continuing and first time students at SSU. Incoming students should act promptly to keep their transcripts current with their University application file in Admissions and Records if they want to be considered for a scholarship.

### 2. Criteria

The primary criterion for receiving awards from the University Scholarship Program is a distinguished record of academic achievement. In this context, a personal narrative, two recommendation forms, and your GPA shall be weighted equally in the evaluation of your scholarship application. Some scholarships stipulate financial need as a criterion. In such cases, the University Scholarship Committee will rely on the applicant’s self-determination (see item D below). Students with financial need are also encouraged to contact the Financial Aid Office in Salazar Hall.

### 3. Application Materials:

**A. Online Application:** In order to be considered for a scholarship we must have a complete application submitted online (Step 1 at www.sonoma.edu/scholarship/application). Much of the information we use to match scholarships with students is based on what you self-report, so please make sure all the information you enter is accurate. Your online application will be matched with the paper materials you turn in from items B - D below once they are received by the Scholarship Office.

**B. Narrative:** In no more than two typed pages, explain why you deserve a Sonoma State University academic scholarship. The narrative should address your academic record and achievements, any academic honors received, and your academic ability and potential. You should also discuss your educational goals and career objectives. Your work experience, leadership roles, and community service may also be included but the ability to relate these to your academic interests and potential is important. **Financial need should not be addressed in this narrative** (see item D below). This narrative will be judged for style as well as content. **The narrative should be double spaced, utilize 12 point font, have 1 inch margins, and your full name in the right header.** Please also include a cover sheet with your first and last name and your SSU student ID or last 4 digits of your SSN so we may match your online application submission with your narrative and letters of recommendation and statement of financial need (if applicable). The cover sheet is separate from the two page narrative. **Please do not staple any pages.**

**C. Two Completed Recommendation Letters:** Exactly two recommendation letters are required. These recommendations should attest to your academic ability and achievements. It is strongly
preferred the recommenders be your present or former instructors or others familiar with your academic and creative achievements/potential. All letters should be dated and signed by the recommender. The letters should be returned to you for submission with your narrative and financial need statement (if applicable) to the Scholarship Office.

D. Statement of Financial Need: If you checked the box on your application stating you need financial assistance to attend college, in addition to the materials listed above we will need you to submit a brief statement of your financial situation. Please tell us, in 1 page or less, about you and/or your family’s current financial situation and why or how scholarships would be helpful to attend college. This is not connected to the FAFSA or any other materials you may have turned in to the financial aid office, and we do not require specific dollar amounts or tax returns.

4. Notification
You will be notified by early May of the University Scholarship Committee’s decision regarding your application.

5. Award Eligibility
In order to receive scholarship funds, you must be enrolled as a full time matriculated student at SSU during the academic year for which your award is granted. Typically, that is at least 12 units per semester in an undergraduate degree or credential program. Graduate students may count 500-level courses at 50 percent over their unit value at SSU for purposes of this rule. Credential candidates must follow the SSU School of Education’s curriculum guidelines to be considered full time. Fall graduation will affect your scholarship eligibility. Please contact the Scholarship Coordinator if you plan to graduate in the fall.

6. Additional Awards
Various academic departments and off-campus groups provide scholarship and talent awards which are not part of the University Scholarship Program. Contact your department for further information about these awards and/or check the box on your online application authorizing it’s release to other groups if you are interested in having your file forwarded should an opportunity arise.

7. In accordance with University Policy the Scholarship Committee is committed to the precept that during the scholarship review process, there shall be no difference in “treatment of persons because of age, race, sex, creed, color, religion, sexual orientation, Vietnam Era Veteran’s status, or disabling condition.”

Important - It is your responsibility to ensure the following:

- That your recommenders return the recommendations to you in time to meet the deadline.
- That you submit a complete application.
- That you notify the Scholarship Office of any changes in your application.
- That you include a cover sheet with your first and last name, SSU student ID or last 4 digits of your SSN with your narrative, letters of recommendation, and financial need statement (if applicable).
- That you notify the Scholarship Coordinator if you anticipate any exceptional circumstances affecting your academic performance or attendance next year.

Your online application submission and items B-D must be postmarked by January 15, 2016 or hand delivered to the Scholarship Office by 4:30 p.m. on that day. This deadline is strictly observed. Please return your complete application packet to: Scholarship Office, Sonoma State University, Stevenson Hall-Room 1050, 1801 E. Cotati Ave., Rohnert Park, CA 94928. The phone number is (707) 664-2261. The fax number is (707) 664-2952.

Please retain this information for future reference. Good luck with your application!