

# CCIS SCHOLARSHIP PROGRAM GUIDELINES

## THE APPLICATION AND ALL MATERIALS MUST BE SENT TO CCIS IN WASHINGTON DC

### MEMBER INSTITUTION GUIDELINES

- Eligibility is restricted to students from CCIS member institutions planning to attend a CCIS program.
- Scholarships will be awarded only to students with no previous collegiate-level study abroad experience.
- The CCIS member who is nominating a student is responsible for determining the student's level of financial need. Members of the screening committee will assess all nominations based on merit only. Therefore, no documentation related to the student's financial need should be submitted with the nomination materials
- Nominations will be screened by a committee consisting of both CCIS Board and non-Board members.
- Disbursement of awards will be made to the sponsoring institution on behalf of the scholarship recipient.
- Each member institution is eligible to receive one scholarship in a given academic year.

### APPLICANT GUIDELINES

- **Nominees must have demonstrated financial need to their local study abroad office.** The scholarship must make the difference as to whether or not the student can study abroad.
- **Nominees must have demonstrated distinction or recognition in either scholarship, leadership, or service to their campus or wider community (preferably all three).**
- **Letter of Reference from Member DIE or other appropriate campus official.** Only ONE letter of reference is required to be submitted with the nomination form. This letter is normally from the member Director of International Education, but may be from another appropriate campus representative, such as the student's faculty member, advisor, etc. However, please do not submit more than one official letter of recommendation.
- **Statement of Purpose from Student:** A statement of purpose from the student being nominated is required and should be submitted with the nomination. It could be taken from the student's regular application to the program (if applicable), and should be 500 words or less. The student should discuss the study abroad opportunity, their goals, and how the scholarship will help achieve them.
- **Requirement From Student Recipients Upon Return:** Students who receive a CCIS Scholarship will be asked to submit a report or other form of document at the end of their term abroad highlighting their experience overseas. These reports will be used for future marketing purposes. Failure on the part of the student to submit a report will jeopardize the member institution's eligibility to nominate students in the future. A short essay is acceptable.
- **If a student is awarded a CCIS scholarship,** it is required that they write a 75-100 word essay about their experience for CCIS to post on it's on-line Newsletter and also include one picture of their trip. This information and picture should be sent to [jim@ccisabroad.org](mailto:jim@ccisabroad.org) and sent within 15-30 days after they return. This essay should not be about the scholarship, but truly describe their great experience.

## **CCIS SCHOLARSHIP PROGRAM TIMELINE/ACADEMIC YEAR**

<b>TERM</b>	<b>FALL TERM</b>	<b>SUMMER</b>
<b>Deadline for Nominations:</b>	May 3	April 14
<b>Notification:</b>	May 24	May 6