

Karol L. & Dorothy D. Hujsak Engineering Scholarship
James W. & Glenda C. Kilmer Engineering Scholarship
A scholarship for students studying toward a career in engineering

Application Guidelines

Application Deadline: February 1, 2010

Before completing this application, read the instructions. Complete all items below. If you are unable to provide the information requested, state the reason in the space provided or attach a letter of explanation. The applicant assumes responsibility for ensuring that all requested information is sent as a complete packet and is received by Tulsa Engineering Foundation by February 1, 2010. Faxes will not be accepted. The Foundation assumes no responsibility for procuring the information. The completed application should be sent to: **Tulsa Engineering Foundation, PO Box 703065, Tulsa, Oklahoma 74170-3065.**

Email is wollmersh@aol.com Contact Barbara Wollmershauser if questions. 918-299-1196.

The following information should be included in order to be considered a **complete application packet**: **Please send the original and three (3) complete copies.** We understand you cannot send copies of the Letter of Recommendation. **Do not staple the application packet.**

- | | |
|------------------------------|--|
| 1.) Application Form | 5.) 2 Letters of Recommendation (should be placed in a sealed and signed envelope) |
| 2.) Activities Form | 6.) Personal Essay |
| 3.) Financial Need Form | 7.) Official transcripts |
| 4.) Grade Certification Form | |

Letter of Recommendation – When selecting someone to complete your recommendation, select someone who will be thorough in the review of your character. Select someone who knows you (and your family) well and will be able to give a candid and unbiased evaluation. **Someone must complete your recommendation other than your parents or immediate family members.** Recommendations may be written by teachers, counselors, employers, neighbors or a friend of the family. The letter of recommendation should be completed on the form we have provided in this application and should be returned to us in a sealed and signed envelope along with your application. **Any recommendation received with a broken seal will be rejected.**

Personal Essay – Take time to prepare a developed, well-written, grammatically correct essay. This is your opportunity for the Scholarship Committee to know you individually. While GPA, ACT/SAT scores, financial need, etc., are important selection criteria, a good essay often sets one student apart from others. The essay is to be limited to one-page in length highlighting areas, such as your motivation for pursuing a career in engineering, your academic, extra-curricular, and community service accomplishments, and any part-time jobs, travel or hobbies that may relate to your career goals. Also, state how a scholarship will aid you with these goals and how it demonstrates your attitude about life. Let us know something about you that we may not learn from the rest of your application. There is no “correct” way to respond to this essay. In writing about something that matters to you, you will convey a sense of yourself. **The essay must be computer prepared or hand printed.**

Official Transcripts Provide a transcript that includes grades (your GPA and Cumulative GPA) from August through December (Fall semester). **Do not send your application unless you include your Fall 2009 semester transcripts.** If your school is reluctant to release transcripts directly to you, they may be placed in a sealed envelope and then released to you. If you continue to have difficulty receiving transcripts, please contact the Foundation for assistance. **DO NOT SEND TRANSCRIPTS SEPARATELY!**

Forms – Electronic versions of the forms are available by contacting wollmersh@aol.com or calling 918-299-1196.

ALL APPLICATION MATERIALS MUST BE SENT TOGETHER AS A SINGLE PACKET AND RECEIVED IN THE FOUNDATION OFFICE BY 5:00 PM, February 1st, 2010. FAXES WILL NOT BE ACCEPTED.

Karol L. & Dorothy D. Hujsak Engineering Scholarship James W. & Glenda C. Kilmer Engineering Scholarship

A scholarship for students studying toward a career in engineering

Application Form

Application Deadline: February 1, 2010

Name: _____

Last

First

Middle

Permanent Address: _____

Street or PO Box

City

State

Zip Code

Social Security Number: ____/____/____ Date of Birth: ____/____/____ Sex: Male Female

Home Telephone Number: (____) ____-____ Alternate Telephone Number: (____) ____-____

Name of college in which you plan to enroll or are currently enrolled:

Name of college City/State Dates Attended or To Attend GPA

What is your intended major field of study? _____

List other colleges you are considering _____

List any college or advanced placement (AP) courses you have taken _____

Name of high school currently attending: _____ Cum GPA _____

Name of high school counselor: _____ High School Phone No: (____) ____-____

If diploma attained via GED, indicate City/State and date obtained: _____

SAT Scores: Math _____ Verbal _____ Combined _____

ACT Scores: English _____ Math _____ Reading _____ Science Reasoning _____ Composite _____

What are your financial needs for college, and how do you plan to meet them? _____

I have read the "Application Guidelines" page and understand submission procedures and deadline requirements.

Signature (Do not print) Today's Date ____/____/____

Grade Certificate Form

Application Deadline: February 1, 2010

This section is to be completed by an advisor/counselor. GPA information should be on a scale of 4.0 only. Only transcripts with the current semester information will be accepted and must be included with the application. If transcripts are not available until the end of January, the student must wait and send them at that time. This certification form is to be included in the complete scholarship application packet.

Student's Name: _____

School Name: _____

At the close of the most recent semester, the applicant ranked _____ in a class of _____

At the close of the most recent semester, the applicant's cumulative GPA was _____ on a scale of 4.0

SAT Scores:

ACT Scores:

Verbal: _____

English: _____

Math: _____

Math: _____

Combined: _____

Reading: _____

Science Reasoning: _____

Composite: _____

Person completing this form: _____ Title: _____
(Please Print)

Signature: _____ Date: ____/____/____

**AN OFFICIAL TRANSCRIPT MUST ACCOMPANY THIS
APPLICATION.**

DO NOT SEND THIS INFORMATION SEPARATELY!

Letter of Recommendation

Form – Recommendation #1

Application Deadline: February 1, 2010

To Evaluator: The below named applicant is applying for a scholarship with Tulsa Engineering Foundation. Your evaluation is needed as part of the application process. The student has authorized you to release any information you feel would be helpful in reviewing his/her application. Your cooperation in providing this information is important to the selection of award recipients. To insure confidentiality, please return this form to the student in a sealed envelope with your signature across the seal. Please make a statement describing the applicant's character, school and community leadership abilities, potential to succeed, and evidence of the student's strengths and weaknesses. If you are using your letterhead be sure to include your relationship to the applicant and the length of time you have been acquainted.

I am writing this evaluation on behalf of:

Student's Name: _____

Evaluator's Name: _____ Telephone Number: (____)____ - _____

Address: _____
(Street or PO Box) City State Zip

Relationship to applicant: _____ How long have you known applicant? _____

An evaluation received with a broken seal will be rejected. Please be sure to seal and sign the envelope and return to applicant in order that it may be included along with the application packet. Remember - parents, and immediate family members are not eligible to write the evaluation. We ask this Letter of Recommendation be computer prepared or hand printed.

Letter of Recommendation

Form – Recommendation #2

Application Deadline: February 1, 2010

To Evaluator: The below named applicant is applying for a scholarship with Tulsa Engineering Foundation. Your evaluation is needed as part of the application process. The student has authorized you to release any information you feel would be helpful in reviewing his/her application. Your cooperation in providing this information is important to the selection of award recipients. To insure confidentiality, please return this form to the student in a sealed envelope with your signature across the seal. Please make a statement describing the applicant's character, school and community leadership abilities, potential to succeed, and evidence of the student's strengths and weaknesses. If you are using your letterhead be sure to include your relationship to the applicant and the length of time you have been acquainted.

I am writing this evaluation on behalf of:

Student's Name: _____

Evaluator's Name: _____ Telephone Number: (____) ____ - ____

Address: _____
(Street or PO Box) City State Zip

Relationship to applicant: _____ How long have you known applicant? _____

An evaluation received with a broken seal will be rejected. Please be sure to seal and sign the envelope and return to applicant in order that it may be included along with the application packet. Remember - parents, and immediate family members are not eligible to write the evaluation. We ask this Letter of Recommendation be computer prepared or hand printed.

Personal Essay

Application Deadline: February 1, 2010

Answer this question: How will the scholarship help you achieve your career goals? The essay statement should describe your discovery of an interest in the engineering profession, your past experiences and future study plans and reasons for choosing the engineering career path. Highlight areas, such as your academic, extra-curricular, and community service accomplishments, any part-time jobs, travel or hobbies that may relate to your career goals, as well as obstacles already overcome in pursuit of your goals. We ask that your essay be computer prepared or hand printed. *If you do not use this page for your essay, please write and sign a statement exactly like the one below.*

I declare that this essay is my own work, and that all the information in my application is, to the best of my knowledge, correct.

Applicant's Signature

Date

Financial Need Form

Application Deadline: February 1, 2010

Several of the TEF scholarships are based on financial need. To aid us in the evaluation, please complete the following section:

Expected expenses the first semester for your 1st choice college:

Tuition	_____
Fees	_____
Books	_____
Room & Board	_____
Other	_____
Other	_____
TOTAL	_____

Expected sources of income:

Yourself	_____
Parents/Guardian	_____
Other	_____
Other	_____
Scholarship	_____
TOTAL	_____