

**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, 2012**

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 mailed to the Tulsa Engineering Foundation no later than February 1, 2012. 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.** Contact Barbara Wollmershauser if questions. 918-299-1196 [wollmersh@aol.com](mailto:wollmersh@aol.com)

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.**

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

**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.**

**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.**

**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 2011 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** – Word doc versions of the forms are available by contacting [wollmersh@aol.com](mailto:wollmersh@aol.com) or calling 918-299-1196.

**ALL APPLICATION MATERIALS MUST BE SENT TOGETHER AS A SINGLE PACKET AND MAILED TO THE TULSA ENGINEERING FOUNDATION, P.O. BOX 703065, TULSA, OK 74170-3065. THE PACKET MUST BE POSTMARKED NO LATER THAN FEBRUARY 1, 2012.**



# Personal Essay

**Application Deadline: February 1, 2012**

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, 2012**

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 1<sup>st</sup> choice college:**

Tuition \_\_\_\_\_

Fees \_\_\_\_\_

Books \_\_\_\_\_

Room & Board \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**Expected sources of income for the first semester:**

Yourself – Savings \_\_\_\_\_

Work-Study or Job \_\_\_\_\_

Parents/Guardian \_\_\_\_\_

Student Loans \_\_\_\_\_

Other \_\_\_\_\_

Scholarships \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

**DIFFERENCE** \_\_\_\_\_

What is the gap between estimated expenses and estimated income?

After all scholarship and financial aid, how do you plan to meet your difference between the estimated expenses and income? \_\_\_\_\_

\_\_\_\_\_

# Letter of Recommendation

## Form – Recommendation #1

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**Application Deadline: February 1, 2012**

**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, 2012**

**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.**

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# Grade Certification Form

**Application Deadline: February 1, 2012**

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!**