

Florida A&M University Alumni Association (NAA)

2018 Scholarship Application Instructions & FAQ

1. WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE FAMU NAA SCHOLARSHIP APPLICATION PROCESS?
 - a. EMAIL MRS. DORIS HICKS, FAMU NAA SCHOLARSHIP CHAIR: scholarship@famunaa.org
TELEPHONE: (863) 815-9208 AND CELL: (863) 944-6998
 - b. Or EMAIL MARY WASHINGTON, ASSISTANT TO THE CHAIR: scholarship@famunaa.org
2. WHEN ARE THE 2018 FAMU NAA SCHOLARSHIP APPLICATIONS BEING ACCEPTED?
 - a. EFFECTIVE JANUARY 13, 2018, YOU CAN SUBMIT YOUR COMPLETED APPLICATION PACKET TO THE EMAIL ADDRESS LISTED ON THE APPLICATION FORM.
 - b. PLEASE MAKE SURE YOU USE THE REVISED 2018 APPLICATION FORM
 - c. THE DEADLINE TO SUBMIT A 2018 APPLICATION BY EMAIL OR MAIL IS JUNE 15, 2018 BY 5:00PM EST.
 - d. PLEASE READ THE ENTIRE FREQUENTLY ASKED QUESTIONS LIST BEFORE YOU COMPLETE AND SUBMIT YOUR APPLICATION.
3. HOW SHOULD I SUBMIT A 2018 FAMU NAA SCHOLARSHIP APPLICATION PACKET?
 - a. THE FAMU NAA IS **REQUESTING ALL 2018 SCHOLARSHIP APPLICATIONS BE SUBMITTED BY EMAIL** TO THE EMAIL ADDRESS LISTED ON THE 2018 SCHOLARSHIP APPLICATION FORMS.
 - b. PLEASE PUT YOUR FIRST NAME, LAST NAME, AND 2018 FAMU NAA SCHOLARSHIP IN THE SUBJECT LINE OF THE EMAIL. EXAMPLE: **JANE DOE 2018 FAMU NAA SCHOLARSHIP**. IF YOU DO NOT PUT A SUBJECT IN THE SUBJECT LINE OF YOUR EMAIL, YOUR EMAIL COULD BE SENT TO A SPAM OR JUNK FOLDER AND NOT ROUTED TO THE SCHOLARSHIP COMMITTEE.
 - c. DO NOT PUT DOCUMENTS ON THE CLOUD THAT WOULD REQUIRE THE SCHOLARSHIP COMMITTEE TO LOG ON AND DOWNLOAD. DO NOT PUT DOCUMENTS IN ANY FORMAT THAT REQUIRES THE SCHOLARSHIP COMMITTEE TO LOGIN AND DOWNLOAD (e.g, Microsoft 365, Drop box).
 - d. CHECK TO MAKE SURE YOUR DATA HAS BEEN SAVED IN THE APPLICATION DOCUMENT BEFORE YOU EMAIL IT.
 - e. YOUR NAME MUST BE ON ALL OF YOUR DOCUMENTS. HOW WILL THE SCHOLARSHIP COMMITTEE KNOW THEY ARE YOUR DOCUMENTS IF YOUR NAME IS NOT ON THEM?
4. WHAT IF I HAVE ALREADY SENT MY 2018 APPLICATION PACKET BY US MAIL?
 - a. PLEASE RESUBMIT USING THE REVISED 2018 APPLICATION FORM TO THE EMAIL ADDRESS LISTED ON THE FORM. IF YOU SEND YOUR SCHOLARSHIP APPLICATION PACKET BY US MAIL OR FedEx, IT MUST BE DELIVERED TO MRS. HICKS' ADDRESS BY 6/15/18 AT 5:00PM EST.
5. WHO SHOULD I CONTACT IF I DO NOT KNOW HOW TO EMAIL ALL OF THE DOCUMENTS IN ONE EMAIL?
 - a. CONTACT MRS. HICKS OR MARY WASHINGTON BY EMAIL: scholarship@famunaa.org
 - b. ASK YOUR SCHOOL GUIDANCE COUNSELOR FOR ASSISTANCE
 - c. ASK THE FAMU TECHNICAL TEAM

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- d. BE RESOURCEFUL
- 6. WILL I BE NOTIFIED IF MY PACKET IS INCOMPLETE?
 - a. PLEASE ONLY SUBMIT A COMPLETED PACKET. IF YOUR PACKET IS NOT COMPLETE, YOU WILL BE ASKED TO SUBMIT THE MISSING DOCUMENTS.
 - b. YOU WILL RECEIVE AN EMAIL WITHIN 7 DAYS CONFIRMING RECEIPT OF YOUR SCHOLARSHIP APPLICATION PACKET.
- 7. HOW WILL I KNOW THE FAMU NAA SCHOLARSHIP COMMITTEE HAS RECEIVED MY APPLICATION?
 - a. YOU WILL RECEIVE A CONFIRMATION EMAIL WITHIN 7 DAYS AFTER YOU SUBMIT YOUR COMPLETED PACKET.
 - b. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 7 DAYS, PLEASE SEND AN EMAIL REQUESTING A STATUS OF YOUR APPLICATION. PLEASE MAKE SURE YOU INCLUDE YOUR FIRST NAME, LAST NAME, AND 2018 FAMU NAA IN THE SUBJECT LINE OF ALL EMAIL CORRESPONDENCE.
- 8. HOW WILL I RECEIVE MY AWARD?
 - a. ALL AWARDS WILL BE POSTED TO THE STUDENT'S iRattler ACCOUNT. THE TIMEFRAME FOR THE ACTUAL POSTING OF AWARDS IS BASED ON SEVERAL FACTORS SO, WE ASK FOR YOUR PATIENCE. PLEASE MAKE SURE YOU PUT THE CORRECT iRATTLER ID NUMBER ON YOUR APPLICATION DOCUMENTS.
 - b. ALL APPLICANTS WILL BE NOTIFIED ON OR BEFORE AUGUST 1, 2018. NOTIFICATIONS WILL BE MADE BY EMAIL. PLEASE MAKE SURE YOUR CORRECT EMAIL ADDRESS IS ON YOUR APPLICATION AND LEGIBLE.
- 9. WHAT IS THE MINIMUM GPA REQUIREMENT TO BE ELIGIBLE TO RECEIVE AN AWARD?
 - a. INCOMING FRESHMAN - MINIMUM GPA 2.5
 - b. SOPHOMORE, JUNIOR, SENIOR- MINIMUM GPA 2.7
 - c. TRANSFER STUDENT - MINIMUM GPA 2.7
- 10. I AM AN INCOMING FRESHMAN, DOES FAMU NAA ACCEPT SAT AND ACT SUPER SCORES?
 - a. NO
- 11. I AM AN INCOMING FRESHMAN, DOES FAMU NAA ACCEPT WEIGHTED, UNWEIGHTED, AND DISTRICT GPA?
 - a. FAMU NAA ONLY ACCEPTS UNWEIGHTED GPAs.
- 12. IF I DO NOT HAVE ALL OF MY DOCUMENTS TO SUBMIT WITH MY APPLICATION PACKET, CAN THE FAMU NAA GET MY RECORDS FROM THE RECORDS DEPARTMENT AT FAMU?
 - a. NO, FAMU NAA DOES NOT HAVE ACCESS TO YOUR RECORDS AT FAMU.
- 13. ARE DOCTORIAL AND GRADUATE STUDENTS ELIGIBLE TO RECEIVE A SCHOLARSHIP AWARD FROM FAMU NAA?
 - a. NO
- 14. I ALREADY HAVE A DEGREE. DOES FAMU NAA AWARD SCHOLARSHIPS TO STUDENTS SEEKING TO EARN ANOTHER DEGREE?
 - a. NO

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15. I AM AN INCOMING FRESHMAN. I QUALIFY FOR MORE THAN ONE AWARD CATEGORY. WHY CAN'T I SELECT MORE THAN ONE CATEGORY?
- EACH QUALIFIED APPLICANT CAN ONLY RECEIVE ONE (1) AWARD.
 - IF YOU QUALIFY FOR MULTIPLE AWARDS, YOU WILL BE CONSIDERED FOR ALL CATEGORIES THAT YOU QUALIFY FOR. HOWEVER, YOU WILL ONLY RECEIVE ONE (1) AWARD. PLEASE SEE THE FRESHMEN CRITERIA DOCUMENT TO SEE THE CRITERIA FOR EACH AWARD CATEGORY.
 - ALL SCHOLARSHIP AWARDS ARE BASED UPON AVAILABLE FUNDS.
16. WHY DID THE SAT SCORE CRITERIA CHANGE FOR THE INCOMING FRESHMAN STUDENT AWARDS?
- THE SAT WAS REVISED EFFECTIVE MARCH 2016. THE CRITERIA CHANGES REFLECT THE NEW SCORING FORMAT. INFORMATION REGARDING THIS CHANGE CAN BE FOUND USING THE LINK BELOW. <https://collegereadiness.collegeboard.org/pdf/understanding-sat-scores-2016.pdf>
17. WHAT DOCUMENTS AND INFORMATION SHOULD A 2018 COMPLETED APPLICATION PACKET CONTAIN FOR AN INCOMING FRESHMAN? **A TOTAL OF 8 DOCUMENTS** SHOULD BE INCLUDED IN THE 2018 INCOMING FRESHMAN FAMU NAA SCHOLARSHIP PACKET EMAIL.
- COMPLETED 2018 FAMU NAA SCHOLARSHIP APPLICATION – PLEASE SIGN OR TYPE YOUR NAME TO CERTIFY THAT THE INFORMATION ON THE FORM IS CORRECT.
 - AN ESSAY WRITTEN BY THE APPLICANT. YOUR NAME MUST BE ON THE ESSAY. PLEASE PUT PAGE NUMBERS ON THE BOTTOM OF EACH PAGE.
 - ESSAY SHOULD BE TWO (2) DOUBLED-SPACED TYPEWRITTEN PAGES OF **ONE** OF THE FOLLOWING TOPICS:
 - WHAT I EXPECT FROM COLLEGE
 - PERSONAL GOALS
 - PROFESSIONAL OBJECTIVES
 - DESCRIPTION OF MY ROLE MODEL
 - WHAT I WANT TO BE
 - THREE (3) LETTERS OF RECOMMENDATION:
 - ONE FROM A TEACHER
 - ONE FROM A COUNSELOR
 - ONE FROM COMMUNITY LEADER, EMPLOYER, OR CHURCH MEMBER
 - AN ACCEPTANCE LETTER FROM FAMU (YOUR iRATTler ID WILL BE ON THIS DOCUMENT)
 - OFFICIAL COPY OF YOUR HIGH SCHOOL TRANSCRIPT –ONLY SEND THE PAGE WITH YOUR NAME AND FINAL GPA. THE TRANSCRIPT CAN BE REMOVED FROM THE SEALED ENVELOPE AND EMAILED WITH YOUR APPLICATION PACKET. THE FAMU NAA SCHOLARSHIP COMMITTEE WILL CONTACT YOU IF THERE ARE ANY QUESTIONS ABOUT THE AUTHENTICITY OF YOUR TRANSCRIPT. YOUR NAME MUST BE ON THE TRANSCRIPT.
 - OFFICIAL COPY OF YOUR ACT OR SAT TEST SCORES. YOUR NAME MUST BE ON THE DOCUMENTS. AT THIS TIME, FAMU NAA DOES NOT ACCEPT SUPER SCORES.

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18. I AM AN INCOMING FRESHMAN, WHAT SHOULD I DO IF I WILL NOT RECEIVE MY FINAL TRANSCRIPT UNTIL AFTER THE 6/15/18 DEADLINE?
- SUBMIT THE MOST CURRENT TRANSCRIPT WITH YOUR APPLICATION. THE COMMITTEE WILL CONTACT YOU IF THEY HAVE QUESTIONS.
19. WHAT DOCUMENTS AND INFORMATION SHOULD A COMPLETED APPLICATION PACKET CONTAIN FOR A FAMU SOPHOMORE, JUNIOR, SENIOR, OR TRANSFER STUDENT? **A TOTAL OF 3 DOCUMENTS** SHOULD BE INCLUDED IN YOUR EMAIL.
- COMPLETED 2018 FAMU NAA SCHOLARSHIP APPLICATION
 - FINANCIAL AID AWARDS STATEMENT FROM YOUR iRATTLER ACCOUNT. YOUR NAME MUST BE ON THE DOCUMENT.
 - CUMULATIVE GPA FROM YOUR iRATTLER ACCOUNT. YOUR NAME MUST BE ON THE DOCUMENT. GPA MUST BE 2.7 OR HIGHER.
20. WHAT INFORMATION SHOULD A STUDENT TRANSFERRING TO FAMU SUBMIT TO BE ELIGIBLE TO RECEIVE AN AWARD?
- COMPLETED APPLICATION
 - TRANSCRIPT FROM TRANSFERRING COLLEGE OR UNIVERSITY
 - ACCEPTANCE LETTER FROM FAMU WITH iRattler ID
 - FINANCIAL AWARDS STATEMENT
21. AFTER YOU RECEIVE YOUR AWARD LETTER, PLEASE GO TO THE SCHOLARSHIP PAGE ON THE FAMU NAA WEBSITE AND CLICK THE LINK TO COMPLETE THE SURVEY TO HELP US IMPROVE OUR PROCESS. www.famunaa.org

ALL SCHOLARSHIP AWARDS ARE BASED UPON AVAILABLE FUNDS.

ALL AWARDS WILL BE FORWARDED DIRECTLY TO FAMU UPON EVIDENCE OF RECIPIENT'S ACCEPTANCE AND FULL TIME ENROLLMENT AT FAMU. COMMUNICATION WILL BE SENT TO EACH APPLICANT AND AWARD RECIPIENT BY EMAIL.

THE FAMU NAA SCHOLARSHIP CHAIR AND COMMITTEE WOULD LIKE TO THANK YOU FOR SUBMITTING A SCHOLARSHIP APPLICATION. WE UNDERSTAND YOUR FINANCIAL NEEDS AND WE ARE WORKING DILIGENTLY TO HELP YOU MEET YOUR FINANCIAL NEEDS. PLEASE DO NOT HESITATE TO CONTACT US WITH YOUR QUESTIONS, COMMENTS, OR CONCERNS.

WITH WARMEST REGARDS,

MRS. DORIS HICKS, FAMU NAA SCHOLARSHIP CHAIR

www.famunaa.org