

Nominee Guidelines

The Foundation will award approximately 30 scholarships to outstanding students to begin their first graduate or professional degrees in fall 2009. Each award will cover a portion of educational expenses, including tuition, living expenses, and other required fees for the length of the approved graduate degree program, up to six years. Every scholarship varies, depending on the cost of attendance and other scholarships or grants received.

The maximum award available per student is \$50,000 per year. Scholars may use the award to attend any accredited graduate school in the US or abroad. The Foundation renews awards annually, provided the Jack Kent Cooke Scholar has maintained high academic performance, exhibited good conduct, made significant progress toward a degree, and complied with the Foundation's administrative requirements and requests.

► NEW THIS YEAR

- 1) **Application Deadline** is March 10, 2009
- 2) **Nomination Deadline** is March 16, 2009
- 3) **Upload supporting documents** in PDF format to the online application

► MINIMUM ELIGIBILITY

To be eligible for the Jack Kent Cooke Foundation Graduate Scholarship, a candidate must at a minimum

- Be nominated by his or her undergraduate institution,
- Be a current student at an accredited US college or university with senior status by December 31, 2008, or be a recent graduate (since spring 2004),
- Have a cumulative college grade point average of 3.50 or better on a 4.0 scale (or the equivalent),
- Plan to begin his or her first graduate degree program full-time in fall 2009, and
- Not have previously been nominated for the Jack Kent Cooke Graduate Scholarship.

Competitive candidates **exceed** the Foundation and campus eligibility requirements.

Most colleges will apply additional eligibility requirements. See your faculty representative for details.

The Jack Kent Cooke Foundation does not discriminate on the basis of race, religion, creed, color, gender, age, physical or mental disabilities, sexual orientation, or national origin. Foundation staff, board members, and their families are not eligible to apply.

► GENERAL INFORMATION

Selected Scholars agree to comply with Foundation requirements and requests for the duration of the scholarship. Some key requirements and terms are:

1. Scholars must pursue a full-time course of study in a graduate degree program at an approved accredited institution, beginning with the fall 2009 term.
2. Scholars must apply for federal and institutional financial assistance each year of study. The Foundation determines individual scholarship awards after reviewing each recipient's other assistance offers.
3. Scholars must attend the Jack Kent Cooke Foundation Scholars Weekend, July 30 - August 2, 2009. The Foundation will provide travel expenses, lodging, and meals.

Up to 30 **scholarships** in 2009.

Scholars receive **up to \$50,000 each year**.

Scholars may attend **any accredited university**.

► SELECTION CRITERIA

With the assistance of a panel of national experts, the Foundation will select Scholars using these criteria:

- Academic achievement and critical-thinking ability
- Unmet financial need*
- Will to succeed
- Breadth of interests and activities

Each application is individually reviewed using the Foundation's selection criteria.

* Unmet financial need has two components: (i) education costs that exceed to an appreciable degree other grant awards and (ii) insufficient student and family income to meet educational costs. Students receiving full funding for their graduate degree will not be competitive for this scholarship. One possible indicator of financial need is that the applicant received need-based aid while in college. A portion of family income is considered for **all** applicants. Parents must be willing to complete the financial information forms regardless of age or independence status of the applicant.

To ensure a fair and objective review process, the Foundation does not comment on the review panel's deliberations. The Foundation also does not comment on or reconsider applications after making award decisions. All applications and supporting documents become the property of the Jack Kent Cooke Foundation and, as such, will not be returned. By submitting an application, the applicant accepts the conditions stated in this document, the *2009 Nominee Guidelines – Graduate Scholarship Program*.

► NOMINATION PROCEDURES

Accredited US undergraduate institutions appoint a faculty representative to lead the nomination process. Please visit the Foundation's website (www.jkcf.org) for a complete list of faculty representatives.

Appointed faculty representatives

- Publicize the scholarship program and identify candidates,
- Determine and apply the institutional nomination criteria,
- Lead the internal selection process to nominate up to two (2) applicants, and
- Submit the online nominations by **March 16, 2009**. (Closes at 3:00 p.m. Eastern Time).

Applicants are **nominated** by their undergraduate institutions.

► APPLICATION INSTRUCTIONS

In early **November**, the Foundation will make available on its website the online application and the Parent Financial Information Forms. The online application must be submitted along with supporting financial documentation uploaded in PDF format, no later than **March 10, 2009**. Colleges usually establish earlier internal campus deadlines.

Before submitting an online application and official transcripts to the faculty representative, applicants should ensure that they meet all Foundation and campus eligibility and submission requirements. Applicants should follow directions carefully and complete all appropriate application sections.

Please note:

- Applications not in compliance with any details specified in this document or the application form may be disqualified. (Failure to supply supporting documentation will make an application incomplete.)
- Recreated or altered forms will not be considered. Applicants must use the Parent Financial Information Forms found on the Foundation's website or photocopies of these forms.
- Supporting financial documents may be uploaded in PDF format to the online application. The Foundation will not consider faxed or emailed documents. If required documents cannot be obtained, the applicant may upload a letter of explanation in its place.
- The application must be written in **English**, and all supporting documents must be in English or translated into English. Translations must bear an original (not photocopied) mark of certification or official signature that the translation is true and complete.
- The Foundation does not accept additions to an application subsequent to its submission, with one exception. Letters of acceptance and financial aid award letters from all graduate schools must be submitted as they become available.

Applicants must **download the Parent Financial Information Forms** from the Foundation's website. Once completed, applicants will **upload** these forms to the online application in order to submit.

Supporting financial documentation may be **uploaded to** the online application.

Faculty representatives review applications and **nominate** one or two candidates.

► APPLICATION DEADLINE

To be eligible, the online application and uploaded supporting financial documents must be **submitted** online by **March 10, 2009**. (Closes at 3:00 p.m. Eastern Time).

Most colleges and universities establish earlier internal campus deadlines for their receipt of applications. Students should check with their faculty representative for their campus deadline.

Application Deadline:
March 10, 2009.

Colleges set **earlier campus deadlines**.

► SUBMITTING YOUR APPLICATION

The nominee(s) and faculty representative should coordinate their efforts to ensure that the complete online application is submitted by **March 10, 2009** and the school's nomination, including official transcripts, is submitted no later than **March 16, 2009**. Supporting documents should be uploaded to the online application or they must be mailed to the Foundation's processing center at the following address:

Mailing Address

Jack Kent Cooke Foundation
Graduate Scholarship Program
PO Box 4030
Iowa City, IA 52243

Shipping Address (overnight couriers, such as FedEx)

Jack Kent Cooke Foundation
Graduate Scholarship Program
301 ACT Drive
Iowa City, IA 52245
If a telephone number is required, use 800-498-6478.

Official transcripts must be mailed, along with 3 copies, to the Iowa City mailing address.

Supporting financial documents or letters of explanation should be **uploaded** in PDF format to the online application.

► APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

Electronic Application

1. Online Application Form

- ✓ Completed by applicant including:
 - Applicant Financial Information
 - Identification of Recommenders
 - Supporting financial documentation uploaded to online application as PDF attachment

2. Two letters of Recommendation

- ✓ Completed online by recommenders

3. Institution Nomination

- ✓ Completed online by faculty representative including:
 - Institution Nomination Rationale

Supporting Documentation

Candidates may upload supporting documents in PDF format to the online application or submit to their faculty representative as directed below. **Foreign language** supporting documents **must be** officially translated into English.

Candidates must submit to the faculty representative the following supporting documentation.

1. Official College Transcript(s) for **ALL** undergraduate coursework

- ✓ one original for each institution attended **AND**
- ✓ three legible copies

2. Portfolio for Applicants in the Arts – Required item for all applicants in the arts.

- ✓ one original (no additional copies necessary)

Candidates may upload a PDF to their online application of the following supporting documentation.

3. Résumé/Curriculum Vitae – two pages maximum

4. Applicant Tax Forms

- ✓ two legible copies (no originals of tax forms required)

5. Parent Financial Information Forms – Parent Financial Information Forms are **required** regardless of age or independence status of the applicant.

- ✓ one original signed by the applicant and both of his or her parents **AND**
- ✓ one legible copy

6. Parent Tax Forms

- ✓ two legible copies (no originals of tax forms required)

* Applicants and/or parents **living abroad** and not filing US taxes for 2007, must complete the forms as best as possible and upload a statement (in English or a certified translation into English) from their employer(s) listing all income and benefits for 2007.

Applicants must send in copies of the following two items as they become available by May 5 via fax: 319-337-1204.

7. Acceptance Letter from Graduate School(s)

- ✓ one legible copy

8. Financial Award information from Graduate School(s)

- ✓ one legible copy

► CONTACT INFORMATION

For further information about the scholarship, please contact any of the following:

toll-free phone: 1-800-498-6478

email: jkc-g@act.org

website: www.jkcf.org