P.O. Box 340005 • Nashville, TN 37203-0005 • (615) 340-7385 • (800) 811-8110
umhefscholarships@gbhem.org • www.umhef.org

NAMED ENDOWED SCHOLARSHIPS
GENERAL APPLICATION GUIDELINES

The United Methodist Higher Education Foundation (UMHEF) General Application is used for a number of named scholarship funds established by various donors. Some of the funds stipulate that applicants meet certain eligibility criteria, i.e., resident of specific conference, majoring in specified field, etc. Scholarship fund descriptions are available at www.umhef.org. **Please send only one application.** Applicant will be considered for only one award from UMHEF funds during an academic year.

DEADLINE: Application and all required documents must be postmarked no later than May 15.
Applications will be accepted beginning January 2 each year for the following academic year. Faxes or photocopies of completed application and supporting documentation will not be accepted.

BASIC CRITERIA FOR ELIGIBILITY FOR ALL SCHOLARSHIPS

- **Must be an active, full member of The United Methodist Church** for at least one year prior to applying. *Members of other Methodist denominations are not eligible.* International students must be attending a United Methodist-related institution in the United States.
- **Must be enrolled or planning to enroll in a full-time degree program** (graduate or undergraduate) at a regionally accredited educational institution in the U.S. Priority is given to applicants enrolled or planning to enroll in a United Methodist-related institution. Doctoral (PhD) candidates are not eligible.

APPLICATION PROCESS

- **Complete in full.** Every question must be answered and all sections of the form must be completed; please type or print legibly.
- Applications **not** complete by the deadline date will **not** be considered by the Scholarships Committee.
- An **Official Transcript** (no copies) of your most recent academic work (with grades through Fall Semester) must be submitted with your application.
- **Letters of Recommendation –** Instructions for each letter are printed on page 5 of the application. It is important that these letters be enclosed with your complete application when it is mailed to UMHEF.
- **Applicant's essay –** On a separate sheet of paper, write an essay of 200 words or less, including information as indicated in Applicant's Essay Guidelines on page 5 of the application.
- **SEND ONLY ONE APPLICATION**. Applicant will be considered for only one award from UMHEF funds during an academic year. Scholarship fund descriptions are available at www.umhef.org.
- You are urged to have your completed application (including transcript, recommendation letters and essay) in the UMHEF office at least one month before the **deadline date of May 15**.
- Mail completed application and required documents to:
  United Methodist Higher Education Foundation
  Scholarship Office
  P.O. Box 340005
  Nashville, TN 37203-0005

United Methodist
Higher Education
Foundation

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NAMED ENDOWED SCHOLARSHIPS
GENERAL APPLICATION

Student's name _____
first middle last

Social Security # _____ Birthdate _____/_____/_____ Age_____ ☐ Male ☐ Female

Permanent Mailing Address _____E-mail _____

City _____State_____Zip _____Phone_____

Ethnic group: ☐ Caucasian ☐ Asian ☐ Black ☐ Hispanic ☐ Pacific Islander

☐ Native American/Native Alaskan ☐ Other _____

Full name of school and city/state where you plan to be enrolled in the fall:

_____
Name of school City/State

Academic classification in the coming fall semester:

Undergraduate: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Seminary/Graduate/Professional: ☐ First ☐ Second ☐ Third ☐ Other _____

Will you be enrolled full-time in the fall? _____ GPA (most recent transcript) _____

Degree working toward (i.e. BA, MA, MDiv) _____ Major _____

For what career are you preparing? _____

If you are enrolled in Seminary, do you plan to serve as an ☐ Elder or ☐ Deacon?

What is your conference status? ☐ Certified Candidate ☐ Local Pastor License

☐ Associate Member ☐ Probationary Member ☐ Full Member

Are you a full and active member of The United Methodist Church (for at least one year)? ☐ Yes ☐ No

Name of church where you are currently an active member_____

Church Mailing Address _____ Annual Conference _____

City _____State_____ Zip _____Phone_____

Pastor's Name_____E-mail_____ Phone _____

Institutions of Higher Education Attended; list current school first:

Institution	Dates Attended	Degree Earned	Major	Grade Point Average

List any academic honors, awards, etc. you have received_____

_____

What factors, if any, should be taken into consideration in evaluating your academic record? _____

_____

Will you be working during the college year? _____ State briefly any paid employment you have had or now have:

Title or Position	Employed by	Type of Work	Dates

Father's name _____Occupation_____

Mailing Address _____
Street Address or PO Box City/State/Zip Code

Mother's name_____Occupation_____

Mailing Address _____
Street Address or PO Box City/State/Zip Code

If applicant is under age 24, check the range of your parents' gross annual income.

☐ $0-$24,999 ☐ $25,000-$49,999 ☐ $50,000-$99,999 ☐ $100,000-$149,999 ☐ $150,000+

Please indicate whose income is reflected in this amount _____

If applicant is under age 24, indicate how many persons are dependent on your parents' income and their ages:

_____

FINANCIAL STATEMENT

This statement must be completed before your scholarship request can be reviewed.

FINANCIAL AID IS REQUESTED FOR ACADEMIC YEAR _____ - _____

INCOME AVAILABLE to meet expenses for the academic year:

Personal funds (cash, savings, etc.) $_____

Total summer earnings $_____

Summer earnings available for school $_____

Expected earnings for academic year $_____

Parental support $_____

Spouse's net income, if applicable $_____

Assistantships $_____

Scholarships (itemize)

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Grants (itemize)

_____ $_____

_____ $_____

_____ $_____

Loans (itemize)

_____ $_____

_____ $_____

Other income (itemize)

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

TOTAL INCOME: $_____

ESTIMATED EXPENSES for the academic year:

Tuition and fees $_____

Books $_____

Housing $_____

Food $_____

Clothing and laundry $_____

Medical care $_____

Transportation (itemize)

_____ $_____

_____ $_____

_____ $_____

Other expenses (itemize)

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

TOTAL EXPENSES: $_____

Please note: On a separate sheet describe any unusually high expenses. (Additional itemized expenses may also be listed.) Special circumstances that may affect your financial situation should be explained.

If you are a self-supporting student, list number of dependents (explain) _____

Have you applied for other financial aid for the academic year not listed above?

If yes, name sources _____

If approved, list amount you will receive (or have received) from each source _____

List educational loans unpaid for prior years:	Source:	Amount:
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

LETTERS OF RECOMMENDATION

Enter the name and relationship of the persons writing your letters of recommendation in the blanks below. **The letters of recommendation should be SIGNED and enclosed with your application**. If there is a question about this requirement, you may contact the UMHEF by email: umhefscholarships@gbhem.org OR by telephone: (615) 340-7385, or toll free at 1-800-811-8110.

1. The **Pastor** of the United Methodist Church where you are currently an active member. *If you are a student pastor or a certified candidate for ministry, the letter of recommendation should be from your district superintendent or supervising pastor.*

_____ _____

Name Relationship

2. A **teacher/college professor/instructor who** has taught you **this academic year**. *If you have not been in school in the past two years, you may request this reference from a recent employer.*

_____ _____

Name Relationship

APPLICANT'S ESSAY GUIDELINES

Attach a written **ESSAY in 200 words or less** (must be typed or word processed) describing your **leadership responsibilities and activities** during the past three years, including your current activities and goals as follows:

- **For Incoming Freshman:** Involvement and/or leadership responsibilities in your church, high school, and community within the last three years

- **For All Other Applicants:** Involvement and/or leadership responsibilities in your church, college, and community within the last three years

APPLICANT'S PLEDGE

I understand that to the best of my knowledge, the information contained in this application is correct and complete. I understand it is ***my responsibility*** to ensure all requested documents (transcript, recommendation letters, essay) are received by UMHEF no later than the deadline date of May 15.

By submitting this application, you are giving UMHEF permission to use your picture and/or statement in print (e.g. public relations materials) to promote the Foundation, and also to release your information to external church-related sources (e.g. annual conference newspapers) for possible use in publications.

_____

Student's signature/date

Deadline: Application and all required documents must be submitted by May 15. Faxes or photocopies of completed application and supporting documentation will not be accepted. This form may be reproduced. Applications may also be downloaded from www.umhef.org.

If you have questions, contact the UMHEF Scholarship Office by email: umhefscholarships@gbhem.org OR by telephone: 615-340-7385, or toll free at 1-800-811-8110.

Mail completed application and required documents to:

United Methodist Higher Education Foundation
Scholarship Office
P.O. Box 340005
Nashville, TN 37203-0005

APPLICATION CHECK LIST

UMHEF will **not** send an incomplete application to the Scholarship Review Committee. Read questions carefully to eliminate delays and the possibility of your application not being reviewed. Before mailing your application papers, read and check off the following:

- ☐ Have you **answered every question** and/or written a response in every blank on the application?
- ☐ Is your **official transcript** enclosed?
- ☐ Are **letters of recommendation** signed and enclosed?
- ☐ Have you enclosed your **essay**?
- ☐ Are you aware of the **deadline date**?
- ☐ Did you remember to **sign the application**?

You are urged to have your completed application (including transcript, recommendation letters and essay) in the UMHEF office at least one month before the **deadline date of May 15**.