

**SOCIETY OF WOMEN ENGINEERS - SAN DIEGO COUNTY SECTION INSTRUCTIONS
FOR CONTINUING STUDENTS SCHOLARSHIP APPLICANTS**
Application Deadline – March 28, 2021

ELIGIBILITY

To be eligible, applicants must meet the following qualifications:

1. Applicant must be a female identifying person¹ enrolled as an undergraduate or graduate student in an engineering or computer science discipline in San Diego County.
2. Applicant must be enrolled at a ABET accredited engineering, computing, or engineering technology program (see <http://www.abet.org/> for a list of eligible schools and majors) in San Diego County.
3. Applicant must not be receiving full funding from another organization.
4. If selected, applicant must be able to provide proof of enrollment for the coming academic year (starting Fall 2021).
5. If selected, applicant must complete a thank you note to be sent to the sponsoring organization before receiving funds.
6. All application materials must be postmarked/timestamped by the application deadline of March 28, 2021 at 11pm Pacific Time.

GENERAL

1. All scholarship recipients will be notified by May 1, 2021 via email or phone.
2. Scholarship recipients will be announced at SWE-San Diego's annual end of year celebration.
3. No restrictions are placed on applicants with respect to other scholarships, including other SWE scholarships, unless the other scholarships provide full funding.
4. All letters of recommendation require some form of authentication from the author. Any letter without a signature may cause disqualification.
5. This scholarship is open to both SWE members and non-members; however, membership is a bonus in the judging criteria.

APPLICATION INSTRUCTIONS

To be accepted for judging, an applicant must submit all of the following items:

1. **Application Form** – The form with supplemental content must be fully completed and signed.
2. **Applicant Essay** – An essay written by the applicant (700 words or less) describing one or more of the following:
 - a. Why the applicant chose an engineering major or particular discipline
 - b. A challenge where the applicant had to apply her technical and analytic skills
 - c. The applicant's involvement and leadership roles in SWE or other organizations
 - d. Any special circumstances or other information that the applicant would like the Scholarship Committee to consider

Note that the essay is approximately 30% of the judging criteria.²

3. **Transcript** - Official copy of applicant's transcript(s) showing grades for the entire enrollment in all

¹ As gender is a qualification for some of our awards, the gender of the nominee is defined as the gender with which he or she identifies.

² Judging Criteria is 30% for the essay with the remaining 70% coming from a system of points based on the supplemental information.

colleges or universities attended.

4. **Reference Letter 1** – Letter of reference³ from the applicant's department head, a professor, or faculty advisor.
5. **Reference Letter 2** – Letter of reference from another professor in whose class the applicant is, or has been, enrolled; or from an employer. Engineering related preferred.

DIGITAL SUBMISSION INSTRUCTIONS

Application packets must be timestamped no later than March 28, 2021 at 11:00PM Pacific Time. All material should be submitted as a single PDF file. If you are submitting a transcript or reference letter by mail include a blank page as a placeholder with the words “[item name] will be submitted by mail”. Use the filename LastName_FirstName-Continuing.pdf and email subject: Name – Continuing Student Application. *The applicant is responsible for seeing that all the necessary information and documents are submitted by the deadline. Any items that cannot be emailed may be mailed according to the mailing instructions below.*

scholarships.swesandiego@gmail.com

MAILING INSTRUCTIONS

Application packets must be completed and postmarked no later than March 28, 2021. All material, including the transcripts and reference letters, must be included with the application. *The applicant is responsible for seeing that all the necessary information and documents are submitted by the deadline. An incomplete application package will be disqualified. All application materials should be mailed in a full-sized (minimum 9x12) envelope to the Scholarship Committee. PLEASE DO NOT STAPLE OR FOLD APPLICATIONS. All materials will be scanned and this can impact the readability.*

**Scholarship Committee
Society of Women Engineers
San Diego County Section
P.O. Box 881205
San Diego, CA 92168-1205**

APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED MATERIALS, DO NOT MEET ELIGIBILITY REQUIREMENTS, OR ARE NOT POSTMARKED/TIMESTAMPED BY MARCH 28, 2021 at 11PM PACIFIC TIME WILL NOT BE CONSIDERED.

³ All letters of recommendation require some form of authentication from the author. This can be a signature from the author or an email header/chain showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and may cause disqualification.



SCHOLARSHIP APPLICATION FORM for CONTINUING STUDENTS

PERSONAL DATA

First Name		Last Name		
Email Address		SWE Membership Number (not required)		
Mailing Address at School				
City	State	Zip	Phone	
Preferred Mailing Address (if different from above)				
City	State	Zip	Phone	

EDUCATION

College or University Attending Next Academic Year	Major	GPA
College or University Address	Degree Expected – Expected Graduation Year	
Units Required / Units Completed _____ / _____	Currently in: <input type="checkbox"/> 1st year <input type="checkbox"/> 2nd year <input type="checkbox"/> 3rd year <input type="checkbox"/> 4th year <input type="checkbox"/> 5th/Grad school	Enrolled in: <input type="checkbox"/> 4-year program <input type="checkbox"/> 5-year program <input type="checkbox"/> Grad school <input type="checkbox"/> Re-entry student Other _____
High School - High School Graduation Year		
Previous College or University (if applicable)	Date of Graduation and Degree Received (or reason for leaving)	

I hereby certify that all provided information is true, and that I intend to be enrolled as a full-time student in the coming academic year. By submitting this application, I am authorizing release of my academic records to the Society of Women Engineers - San Diego County Section. I also certify that I am not receiving full funding for my education from the Armed Forces, an employer, or other organization.

Signature of Applicant

Date



SUPPLEMENTAL INFORMATION for CONTINUING STUDENTS

Engineering Achievements

List any research projects, team / individual design projects, and technical papers in which the applicant excelled.

Name of Project	Dates
Description of activities and responsibilities:	

Name of Project	Dates
Description of activities and responsibilities:	

Name of Project	Dates
Description of activities and responsibilities:	

SUPPLEMENTAL INFORMATION for CONTINUING STUDENTS

Community Activities List

List the societies or organizations in which the applicant participates outside of school. Only applicable for collegiate years.

Name of Organization	Years of Involvement	Positions Held	Activities, Responsibilities, # Volunteer Hours

List any honors and achievements received from the societies or organizations. Only applicable for collegiate years.

Name of Award	Year Received



SUPPLEMENTAL INFORMATION for CONTINUING STUDENTS

Collegiate Activities

List any societies or organizations in which the applicant participates on campus.

Name of Organization	Years of Involvement	Positions Held	Activities, Responsibilities, # Volunteer Hours

List any honors and achievements received from the societies or organizations.

Name of Award	Year Received

SUPPLEMENTAL INFORMATION for CONTINUING STUDENTS

Professional Data

List any work experience.

Name of Employer	Length of Employment	Hours per Week
Description of duties and responsibilities:		

Name of Employer	Length of Employment	Hours per Week
Description of duties and responsibilities:		

How did you hear about this scholarship? (Optional – For Statistical Purposes Only)

<input type="checkbox"/> Email <input type="checkbox"/> SWE Website <input type="checkbox"/> Internet Search <input type="checkbox"/> School <input type="checkbox"/> Parent <input type="checkbox"/> Friend Other _____
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