

2010 Mitchell Scholarship: Campus Application Instructions

APPLICANT CAMPUS DEADLINE: **6 September 2010.**
RECOMMENDER CAMPUS DEADLINE: **10 September 2010.**

Lafayette's Application Instructions

Step one: Register/Create a Mitchell Application Account

- Register/Create a Mitchell Application Account
- Applicants must register/create an account with Mitchell (www.us-irelandalliance.org)
- We only want you to **create an account** at this time. Once you have created an account, you may **save** your work, but **DO NOT** submit it, even if you believe it is complete. Dean Goldberg, on behalf of the Campus Selection Committee, will let you know when you may electronically submit your application. Until that time, we prefer that you work on your application off-line.
- **DO NOT** register the names of your recommenders at this time. Once you submit their names/register them using the on-line application, the application program manager will contact those individuals requesting that they submit their letters of recommendation on-line. Once a letter is submitted on-line, it is very difficult for a recommender to retrieve and/or revise the letter.
- Notify Dean Goldberg (goldbeja@lafayette.edu) of your plans to apply for a Mitchell Scholarship.

Step two: Submit the following materials to Dean Goldberg no later than 6 September 2010 as WORD documents via email to externalscholarships@lafayette.edu.

1. Detailed Resume with Dates (no more than 2 pages)
 - The Resume should include a pertinent list of college and other activities, leadership positions, honors (including prizes and scholarships), research, publications, conferences attended, etc.
 - It should include dates
 - For examples or more information on competitive resumes visit the externalscholarships.lafayette.edu website
2. Personal Statement of no more than 1000 words.
 - The Personal Statement describes your academic and other interests. Additionally, it should describe the specific area of proposed study and your reasons for wishing to study in Ireland at the institutions selected.
 - It should convey this information in a manner that SHOWS rather than TELLS
 - It is NOT a narrative rendition of your Resume.
 - For more information on how to write a strong personal statement visit the externalscholarships.lafayette.edu website
 - The Mitchell Selection Committee will place special emphasis on this personal statement.
3. Identify 3 -5 universities and programs where you wish to study in the Republic of and/or Northern Ireland. Briefly explain your selections.
 - Note: Institutional balance is a factor in the placement of Scholars, therefore, to enhance your prospects indicate multiple university preferences.
 - Identifying only 1 or 2 school preferences seriously weakens your chances of being selected as a Mitchell Scholar.
 - Web links to Irish universities: www.us-irelandalliance.org/wmspage.cfm?parm1=500
4. The names of **5 (or more) individuals** who have agreed to write you STRONG letters of recommendation in support of your Mitchell application

- At least 3 of those letters of recommendation must be from individuals who have taught or supervised your work while in college.
 - At least 2 letters may be from individuals who are providing non-academic or character references.
 - For information on securing strong letters of recommendation visit the externalscholarships.lafayette.edu website.
5. Obtain and submit as hard copies Official Transcripts. If you have attended more than one college or university, you must obtain official transcripts from all colleges and universities you have attended since graduating from high school. If you studied abroad, ask the Lafayette registrar to include a certified copy of your study abroad transcript with your Lafayette transcript.
- Transcripts should be sent to Dean Goldberg, 105 Scott Hall.
6. Complete and return to 105 Scott Hall the campus “Nomination Permission and Waiver Form” available at <http://externalscholarships.lafayette.edu/scholarships/apply-through-lafayette/>
- **Remember:** Do not submit anything using the Mitchell on-line application at this time! Work off-line until told to do otherwise by Dean Goldberg.

Step three: Recommendation Letters

- Deadline for receipt of Recommendation Letters: **10 September 2010.**
- Letters may be DRAFT/Preliminary letters, and are for the purposes of the Campus Selection Committee at this time.
- Information on what scholarship committees like to see in letters of recommendation is available on the externalscholarships.lafayette.edu website. Additionally, Dean Goldberg will be happy to speak with recommenders regarding their Mitchell letter of recommendation.
- Letters should be sent to Dean Goldberg as email attachments to goldbeja@lafayette.edu.
- We ask that recommenders refrain from submitting their letters through the Mitchell electronic application program at this time.

The reason this is important is that your application will probably be revised, sometimes substantially, after meeting with the Campus Committee and you will want your letters of recommendation to reflect your revised proposal since even minor disconnects can hurt your application.

Moreover, once a letter has been electronically uploaded into the application program, it is difficult to retrieve and revise that letter. The best advice, therefore, is to have recommenders refrain from officially submitting their letters using the Mitchell application until later in the application process.

- Letters are an important component of the Campus Selection and Endorsement process. If the letter is submitted on-line using the Mitchell electronic application system prior to the campus selection process, your application will be disadvantaged. Therefore, PLEASE, PLEASE have your recommenders refrain from submitting their letters directly to the Mitchell Scholarship until the Campus Selection and Endorsement process is completed!!!

Questions:

If you or your recommenders have any questions about the Mitchell Scholarship or campus application process, please do not hesitate to contact Dean Goldberg at goldbeja@lafayette.edu, externalscholarships@lafayette.edu, or 610.330.5521.