Dear Scholarship Applicant:

Congratulations on taking the first step in exploring the many opportunities offered by the College of Staten Island, The City University of New York. The enclosed application provides a description of the CSI Scholarship program and valuable information about completing a quality and competitive application.

The College of Staten Island offers several different types of scholarships, some for academic excellence, others for financial need, and some given in recognition of service to the College and community. Volunteerism and service to your College and local community strengthens your application while enhancing your personal and professional growth. CSI scholarships are nonrenewable. Students must re-apply every year, unless otherwise stated in the contract.

When completing your application, please remember to include all of the requested materials by the deadline date. Make sure your essays and biographical profile accurately reflect your experiences, needs, and goals as stated in the application instructions. Invest time and effort in writing your essays and be prepared to draft your essays several times and to edit them before the final submission. It is important not to wait until the last minute to complete your application, especially when securing letters of recommendation. Plan ahead to ensure that you give your letter writers sufficient time to write a letter on your behalf that makes a strong statement about your abilities and qualifications.

Remember, this is a competitive program, so the more work you put into your application, the better your chances to secure a scholarship. I wish you the very best of luck! If you have any questions about the application process, please do not hesitate to contact the Career and Scholarship Center at 718.982.2300 or visit us online at www.csi.cuny.edu/career/.

Sincerely,

Caryl G. Watkins
Director
College of Staten Island
SCHOLARSHIP PROGRAM

College of Staten Island scholarships are awarded to students in recognition of both academic excellence and College and community service. Scholarships are offered through the generosity of the College of Staten Island, the CSI Foundation, and the many College academic departments and associations. Memorial scholarships, honoring individuals and organizations who value higher education, are also offered. Eligibility requirements are explained below. Macaulay Honors College students are NOT ELIGIBLE to apply for a CSI Scholarship. However, other scholarship opportunities may be available. **CSI Scholarships are nonrenewable. Students must re-apply every year. Students must be in good standing with the College to be eligible for applications. Students attending CSI for more than four years are not eligible for a scholarship, nor will scholarships be awarded to students seeking a second baccalaureate degree from CSI.**

**Current Students**
- Complete the enclosed application and provide all supporting documentation, including a résumé
- Maintain a cumulative GPA of 3.25 (with some exceptions)
- Register for and successfully complete 12 or more credits for the fall term and spring term
- Document school and/or community service as part of completed application

**Transfer Students**
- Complete the enclosed application and provide all supporting documentation, including an official copy of your transcript and a résumé
- Transfer a minimum of 28 credits from previous college(s)
- Maintain a minimum cumulative transfer GPA of 3.25 (with some exceptions)
- Pass the three CUNY Assessment Tests in reading, writing, and mathematics

**Application Procedure**
Complete the enclosed CSI Scholarship Application. Additional applications are available from the Career and Scholarship Center, Building 1A, Room 105, and from department and student services offices or online at [www.csi.cuny.edu/career/](http://www.csi.cuny.edu/career/).

**DEADLINE DATE:** 5:00 pm, last business day in February.

**Evaluation of Applicants**
Completed applications are reviewed and ranked by the Faculty Scholarship Committee based on the scored application, two recommendations, and community or College service documented in the application. Scholarships are then awarded by rank. Please note that competition for scholarships varies from year to year based on the number of applicants and is always rigorous.

**Notification**
Applicants will receive a scholarship award or non-award letter from the Scholarship Committee. Scholarship recipients may have the opportunity to meet the donors of the awards at a formal ceremony.
**What If I Want to Study Abroad?**
Scholarships and awards for study abroad are available through the Center for International Service. CSI students are also eligible for STOCS (Study/Travel Opportunities for CUNY Students) grants, a CUNY program promoting short-term (summer or January term) study abroad. The College Consortium also offers scholarships for International Studies. Both types of awards must be used for participation in specially designated programs. Students interested in study abroad programs should contact the Center for International Service directly at the following address:

Center for International Service  
College of Staten Island/CUNY  
Building 2A, Room 206  
2800 Victory Boulevard  
Staten Island, NY 10314  
Telephone 718.982.2100

Completed applications for these scholarships should be returned to the Center for International Service.

**Non-Discrimination Policy**
The College of Staten Island is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.
I. HELPFUL HINTS FOR COMPLETING THE APPLICATION

Ask yourself the following questions when completing your CSI Scholarship Application:

What Are the Guidelines?
The quality of your Scholarship Application is critical in determining whether or not you are among those students selected for a scholarship. In addition to an overall GPA requirement, the Faculty Scholarship Committee reviews your application, including your essay, the two letters of recommendation, your transcript(s), your résumé, and all other supporting documentation such as certificates of merit or commendations.

Is My Application Typed or Neatly Written and Legible?
All application forms included in your CSI scholarship packet must be completed in full and typed or neatly handwritten in black or blue ink. Check to make sure the application form is clean and unwrinkled (no smudges or torn paper). If you make a mistake, it is best to request a clean application form from our office rather than resort to erasures and whiteout. Neatness makes a statement about you and your motivation to compete.

Have I Been Specific in Writing My Personal Essay?
Please be sure to answer the specific questions asked. Keep in mind that good essays generally require several drafts and editing. It is always a good idea to choose someone knowledgeable about writing to serve as your “editor” and to submit draft copies of your essay for his/her review. Make revisions until you and your editor are satisfied with the quality and content. Make sure your typewritten essay satisfies the 500-word limit.

Have I Checked for Correct Spelling and Grammar?
Review the final draft of your essay with your editor for correct spelling and grammar. Do not rely on spellcheck or other computer programs for grammar.

What about My Recommendation Forms/Letters?
Approach faculty and teachers with tact when making your recommendation request. Do not hand them the “Helpful Hints” on the following page. Rather, include these Helpful Hints as part of a discussion with them. Make your request for a recommendation at least one month prior to the actual deadline date to avoid “last-minute” submissions of forms or letters. Follow up with the faculty member or teacher during that month to ensure a timely submission of the recommendation form and/or well-written letter. Always have alternate(s) in mind or consider asking for a third recommendation in the event that one of your references cannot complete your request. Please remind recommenders that all letters must be on school or company stationery.

Have I Completed and Signed My Application?
Do not forget to sign and date your application in all places.
II. WRITING A WINNING APPLICATION ESSAY

**DOs:**

- Keep in mind that an effective essay requires several drafts and editing. Before you begin writing, choose someone knowledgeable about writing to serve as your “editor.” Collaborate with your editor through the whole process of writing your essay—from the initial “rough” draft to the final completed statement. Make sure your editor has easy access to your drafts so he/she can make suggestions to you on revisions to your application material in a timely manner. Editors should review your drafts for content, structure (grammar, spelling), and overall presentation.

- In your essay, answer any questions that may have been asked. An effective personal essay combines what you want to say with **what the essay is asking of you**.

- Be specific when referring to qualities, skills, accomplishments, and achievements that are relevant to your application.

- Adhere to the word limit required—essays that are obviously too short or too long can jeopardize your application.

- Check and recheck the final draft of your essay for correct spelling and grammar. **DO NOT RELY ON SPELLCHECK OR OTHER COMPUTER PROGRAMS FOR SPELLING AND GRAMMAR.** Use your editor for correct spelling and grammar.

- Make sure your application packet, including your essay, is completed in full and is typed neatly or legibly written. There should be no erasures, cross-outs, and/or use of whiteout. The final draft should be printed on good quality paper that is clean and unwrinkled. Neatness makes a positive statement about you to the reviewers. Applications submitted in pencil will not be considered.

- Strictly adhere to the deadline date. There are no exceptions, and requesting additional time can make a statement to reviewers about your organizational skills and/or motivation.

**DON’Ts:**

- Do no wait until the last day or week to write your essay.

- Do not write too much or too little.

- Do not write a “cheerleading” statement. An essay should focus on your specific strengths and achievements with examples of what you have done rather than vague references to yourself.

- Do not write negative comments or criticism; although being honest about yourself is important, reviewers take negative comments very seriously. This could impact the overall ranking of your essay.

- Do not rely on spellcheck for grammar and spelling. Work with your editor on every aspect of the content and structure of your essay.

- Do not lie or exaggerate.
III. HELPFUL HINTS FOR LETTERS OF RECOMMENDATION

What Helps:

• Letters that outline your strengths
• Letters that are specific in describing your accomplishments
• Letters that provide some context for how the professor knows you and for what period of time (e.g., class, campus club, work, etc.)
• Letters that provide specific examples of what you have done, including dates, times, and locations of events/activities being reviewed
• Percentages in the body of the letter whenever possible—for example, “top 10% of students in my 20 years of teaching”
• A writer who provides serious indication as to how he/she knows you personally and is able to comment on your character and any class activities or projects in which you have been involved
• Providing your recommender with a list of your strengths, skills, and activities relevant to the scholarship. You may also want to supply a copy of your application essay.

What Hurts:

• Introductory paragraphs about the College; the letter should focus on you—not on the history or ranking of the College
• Letters that are nothing but a summary of your application
• Adjectives like “enthusiastic” are not necessarily positive; the focus should be on your ability, competence, and potential—not cheerleading skills
• Letters that provide your grade in the course only; the readers can get this from a transcript review
• Negative comments or criticism; although being honest about you is important, readers take criticism very seriously. If the recommender insists on providing criticism or negative comments in your letter, find another qualified person to write a letter for you.
• Recommenders who do not really know you well enough to support their statements about you
Application

General Information
Name ____________________________________________________________________________________________
Last First M.I.
Address ________________________________ City ___________________________ State _____ Zip _____________
Gender_______________ Date of Birth___________________________ Empl ID # ____________________________
Telephone ______________________________ Email address _____________________________________________

Student Status
Undergraduate □ Incoming Student (Must submit high school transcript) □ Evening or Weekend Student
Level of Study: □ Freshman (1-25 credits) □ Sophomore (26-60 credits)
□ Junior (61-90 credits) □ Senior (91-120 credits)
Declared Major _________________________ Intended Major _________________________ □ Undecided
Cumulative GPA ___________________

Graduate □ First year □ Second Year □ Third year
Program ____________________________________________ Cumulative GPA ____________

Please check off ALL that apply to you:
□ Demonstrate interest in photography
□ Demonstrate interest in enhancing the development of Latino community
□ Active involvement in LBGTQ or women’s campus activities
□ Graduate of any high school on Staten Island
□ Parent served in branch of military – Marine Corps, Navy, Army, Air Force
□ FDNY Firefighter currently attending CSI
□ Suffered adversity that impacted education
□ Woman who is head of household and experiencing personal, family, financial hardship
□ Relative or family member of CSI graduate
□ CSI employee
□ International student
□ Dolphin Cove resident
□ Demonstrate interest in Geriatric Nursing
□ Demonstrate interest in Turkish Crimean history

CSI scholarships are nonrenewable. Students must re-apply every year. Macaulay Honors College students are not eligible to apply for a CSI Scholarship.
**Financial/Employment Status**
Please check any that apply:  
☐ Employed full-time  ☐ Employed part-time  ☐ Unemployed  ☐ Completed FAFSA

**Personal Information/Optional** *(information used for specific scholarship awards)*
The following information is helpful in reviewing specialty scholarships. Please answer any that apply.

Country of Origin __________________________________ Ethnicity __________________________________________
Marital Status __________________________________ Gender __________________________________________
Religion __________________________________________ Immigration Status _________________________________
Number of Dependents _____________________________ Are you a single parent?  ☐ Yes  ☐ No
Are you disabled? ____________________ If yes, please explain: ____________________________________________
__________________________________________________________________________________________________
Name of Family Member Who Attended CSI______________________________________________________________
Year of Graduation ________________________ Relationship to You__________________________________________

**Service Information**
Community service is an important consideration in awarding scholarships. Please provide as much specific information as possible regarding your service to your community and list the requested information in the appropriate section, including dates of service.

**Military Service** *(include members of your immediate family; please note branch of service)* _____________
__________________________________________________________________________________________________

**CSI Student Service** *(e.g., NSO, Ambassador, Peer Ed, Athletics, Performing Arts, Student Clubs, CUNY Service Corps)
__________________________________________________________________________________________________

**Community/Volunteer Service** *(e.g., hospital, community agencies, volunteer organizations)_______________
__________________________________________________________________________________________________

**Special Circumstances**
Have you experienced any adversity (e.g., death in the family, illness, financial, other hardships) that has resulted in an interruption in your college education? Please explain below. You may use additional paper, if necessary.
__________________________________________________________________________________________________

Your signed application authorizes the Career and Scholarship Center staff to access your Bursar, Registrar, and Financial Aid records to help in determining your scholarship eligibility.

Signature __________________________ ________ Date __________________________
Application Essay

Name of applicant ___________________________________________ Date ________________________

In 500 words (maximum), describe your academic, career, and personal goals. Include any leadership, extracurricular, and volunteer activities that support your application.

Your essay must be typed on a separate piece of paper and attached to this form.
Biographical Profile

The biographical profile provides donors of CSI scholarships with information about students who have been awarded their scholarship. Please use the following questions to compose an essay not exceeding 250 words.

- When and how did you come to live on Staten Island?
- How did you learn about CSI?
- What are your reasons for wanting to obtain a college education?
- Why did you choose CSI?
- Why did you choose your major?
- What are the experiences at CSI that have helped shape your career goals?
- What is your career objective upon graduation from CSI?
- Who has had the most influence on your choice of career?
- Where do you see yourself ten years from now?
- Have you ever experienced any adversity in your life—either physical, personal, family, financial, or other?
- Is there anything else you would like to add about yourself that would help to round out your biographical profile?
Scholarship Recommendation Form

Name of applicant (please print) ______________________________________________________

I am requesting that _____________________________________________________ (print name of person providing reference) complete this recommendation form as part of my application for a College of Staten Island scholarship. Please check one of the boxes below with respect to any rights that you may have regarding access to this recommendation form at a later date.

☐ I waive my rights to have access to this recommendation form.
☐ I do not waive my rights to have access to this recommendation form.

Signature of applicant __________________________________ Date ______________________

TO THE PERSON COMPLETING THE RECOMMENDATION FORM:

Please complete the recommendation form below on behalf of the applicant for a College of Staten Island Scholarship and kindly return to the Career and Scholarship Center (Building 1A, Room 105) in the enclosed envelope. Recommendation forms must be received by the last business day in February. Additional comments in the form of a letter of recommendation on official school or company stationery are optional.

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<th>To be completed by recommender</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Cannot Judge</th>
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Completed Application Checklist

To submit a complete application, you must

☐ Complete, sign, and date the CSI Scholarship Application

☐ Complete a personal essay of 500 words as outlined in the Application

☐ Complete a biographical profile of 250 words as outlined in the Application

☐ Include two recommendations using the enclosed forms; one must be from a faculty member or teacher who knows you well; the second may also be from a faculty member/teacher or from someone who is familiar with you from a job, volunteer assignment, or community project you have undertaken. Recommendations from family members will not be accepted.

☐ Include current résumé

Please Read and Sign Below

☐ CSI scholarships are nonrenewable. Students must reapply every year.

☐ It is the student’s responsibility to check the status of his or her application with the Career and Scholarship Center prior to the deadline date to ensure that the application is complete. (Refer to the above Completed Application Checklist).

☐ Applications that are incomplete for any reason are ineligible for review and ranking by the Faculty Scholarship Committee. There are no exceptions.

☐ Volunteer and community service can be supported by an attached certificate and/or a letter from the volunteer or community service coordinator on official stationery.

☐ Currently enrolled students with unresolved, incomplete, or pending grades are excluded from the applicant pool.

For further information, contact the Career and Scholarship Center at 718.982.2300, or visit the Website at www.csi.cuny.edu/career/

I have read the above and I understand the eligibility requirements for a completed CSI Scholarship Application.

Sign____________________________________________________Date__________________________