

## 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 public higher education, are also offered. Eligibility requirements are explained below.

### CURRENT STUDENTS

- Complete the enclosed application and provide all supporting documentation
- Maintain a cumulative GPA of 3.5 (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
- Transfer a minimum of 28 credits from previous college(s)
- Maintain a minimum cumulative transfer GPA of 3.5 (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, South Administration 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/).

PRIORITY DEADLINE DATE: 5:00PM, MARCH 1 OR THE FOLLOWING MONDAY IF MARCH 1 FALLS ON A WEEKEND DAY.

### APPLICATION CHECKLIST

- Completed CSI Scholarship Application accompanied by supporting documentation
- A personal essay of 500 words as outlined in the application
- A biographical profile of 250 words as outlined in the application
- Two letters of recommendation 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.

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

For further information, contact the Career and Scholarship Center at 1.718.982.2300, or visit the Website at [www.csi.cuny.edu/career/](http://www.csi.cuny.edu/career/) and select Scholarships and Awards from the toolbar where you can also print out or submit an online application.

**EVALUATION OF APPLICANTS**

Completed applications are reviewed and ranked by the Faculty Scholarship Committee based on the scored application, two letters of recommendation, 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  
North Administration Building (2A), Room 206  
2800 Victory Boulevard  
Staten Island, NY 10314

Telephone 1.718.982.2100

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.

**Priority will be given to applications received by 5:00pm, March 1 or the following Monday if March 1 falls on a weekend day.**

**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), 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 hand-written in black or blue ink. Check to make sure the application form is clean and unwrinkled (no smudges or tears). 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.

Career and Scholarship Center  
College of Staten Island/CUNY  
2800 Victory Boulevard  
Staten Island, NY 10314



Marlene Springer, *President*

**Scholarship Recommendation Form**

Name of applicant (please print) \_\_\_\_\_

To be completed by applicant:

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.

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

**Please check one of the above with respect to any rights that you may have regarding access to this recommendation form at a later date.**

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_ Social Security # of applicant \_\_\_\_\_

To the person providing the letter of recommendation:

Please provide a candid letter of recommendation on behalf of the applicant for a College of Staten Island scholarship. Attach the letter (typed on company or school stationery) to this form, and kindly return to the Career and Scholarship Center in the enclosed envelope. **Please note that priority is given to applications received by March 1.**

\_\_\_\_\_  
Signature of person providing recommendation Title \_\_\_\_\_

Date \_\_\_\_\_

### **BE SPECIFIC IN WRITING YOUR 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 a draft copy 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.

### **CHECK 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.

### **LETTERS OF RECOMMENDATION**

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 a “last-minute” letter. Follow up with the faculty member or teacher during that month to ensure a timely, well-written letter. Always have alternate(s) in mind or consider asking for a third letter of recommendation in the event that one of your references cannot complete your letter.

### **COMPLETED APPLICATION**

Do not forget to sign and date your application in all places.

## **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

## 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. Copy your essay on disk so that your editor has easy access to your drafts and can make suggestions to you on disk in a timely manner. Editors should review your drafts for **content and structure** (grammar, spelling).
- 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.
- 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 not 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.

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College of Staten Island/CUNY  
2800 Victory Boulevard  
Staten Island, NY 10314



Marlene Springer, *President*

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Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_ Social Security # of applicant \_\_\_\_\_

To the person providing the letter of recommendation:

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\_\_\_\_\_  
Signature of person providing recommendation Title \_\_\_\_\_

Date \_\_\_\_\_

## ***Special Scholarship Selection***

The following scholarships have highly specialized requirements. Please read each scholarship description carefully. Please check off each scholarship for which you would like to be considered and verify that you meet the requirements. For each scholarship that you have checked off, include a brief explanation of your qualifications in your application essay. Your explanation plays an important role in the selection process. In addition to the Special Scholarships listed below, you are encouraged to apply for the many general scholarships that are also available to students.

### ***Donald DiFranco Memorial Scholarship***

Endowed by the family of the late Donald DiFranco, this annual award is given to students of the Engineering Sciences program with specializations in Electrical Engineering or Computer Engineering, who have interest in becoming technical engineers.

### ***Harris Goldberg Memorial Scholarship***

This annual award is given to Education majors with strong records of academic achievement – 3.5 GPA or higher – and who are about to begin their student teaching.

### ***Building Industry Association of NYC Scholarship***

This award is funded by the New York State Victim's Relief World Trade Center Fund. It will be awarded to a student whose family suffered a loss of life on September 11 or had some other serious consequence as a result of the tragedy.

### ***The Beverly Curry Memorial Scholarship***

This scholarship is awarded annually to an African American woman majoring in Business or Economics. The award is named after Beverly Curry, who worked at Cantor Fitzgerald and died on September 11, 2001.

### ***Seamus McDonough Memorial Scholarship***

This one-year scholarship is awarded to a female student who has encountered personal, financial, or family hardship and, who, in spite of this, exhibits a record of strong academic achievement—GPA of 3.0 or higher. Students must also demonstrate financial need. Preference is given to women who have children and are heads of households.



***Katherine R. Zades Memorial Scholarship***  
This is an annual award to a student who has completed at least one year at CSI and who is majoring in a program within the Department of Performing and Creative Arts.

***Rose M. Volpe Music Scholarship***  
This award was established for a student who plans to major in Music (or has demonstrated musical talent) and has a solid academic record.

***Telehouse International Corporation of America Scholarship***  
Endowed by the Telehouse International Corporation of America, this annual award is given to an undergraduate student in Engineering Science or Computer Science who is chosen by a faculty committee on the basis of academic merit and promise.

***Dr. Else T. Marcus Scholarship***  
Endowed by the Beyecker Scholarship Fund, this award is given to two students majoring in Nursing—one student in the Baccalaureate degree program and one from the Associate's degree program. Applicants must be Staten Island residents.

***Sergeant Franklin Atherton, III U.S. Marine Corps Reserve Scholarship***  
This scholarship is awarded to students whose parents have served as U.S. Marine Corps personnel, whether on active duty or honorably discharged. To be considered, students must also show a history of academic achievement.

***Weisser Graduate Nurse Scholarship Fund***  
This award is given to Nursing graduate students on the basis of academic excellence.

***John Esposito/Frank Walter Building Futures Memorial Scholarships***  
Two scholarships are awarded annually to two firefighters pursuing their college degrees. A GPA of at least 3.0 is required. Students are not restricted by choice of major/field.

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Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_ Social Security # of applicant \_\_\_\_\_

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\_\_\_\_\_  
Signature of person providing recommendation Title \_\_\_\_\_

Date \_\_\_\_\_

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2800 Victory Boulevard  
Staten Island, NY 10314



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## *Application*

### *General Information*

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ Marital Status \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

### *College Information*

**Student status:**  Incoming Student  Undergraduate  Graduate

Are you a CUNY Honors College student?  Yes  No

**Level of Study:**  Freshman (1-25 credits)  Sophomore (26-60 credits)  
 Junior (61-90 credits)  Senior (91-120 credits)

Declared/Intended Major \_\_\_\_\_

Have you officially declared this major?  Yes  No

Major GPA: \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Are you a previous CSI scholarship award recipient?  Yes  No

If yes, what was the date of the award? \_\_\_\_\_

Please list any other scholarship and fellowship awards received (e.g., Merit, NYSHESC) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education Information**

Name of high school \_\_\_\_\_

Date of graduation \_\_\_\_\_ High school average \_\_\_\_\_

Please list any other institutions of higher education (college) that you have attended, starting with the most recent:

Institution	City/State	Dates attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Financial/Employment Status**

Please check any that apply:  Employed full-time  Employed part-time  
 Supported by family  Pension, SSI  On public assistance

**Personal Information (optional)**

The following information is helpful in reviewing specialty scholarships. Please answer any that apply.

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Religion \_\_\_\_\_ Immigration Status \_\_\_\_\_

Number of Dependents \_\_\_\_\_ Are you a single parent?  Yes  No

Are you disabled? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

**Service Information**

Please provide as much information as possible regarding your service to your community; this is an important consideration for awarding scholarships. Please 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) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Community/Volunteer Service** (e.g., hospital, community agencies) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Special Circumstances**

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

\_\_\_\_\_  
\_\_\_\_\_

**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**

In 250 words (maximum), please write your biographical profile using the following questions as a guide:

- 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?
- Is there anything else you would like to add about yourself that would help to round out your biographical profile?

