CSI
Scholarship Program
Information and Application
Dear Scholarship Applicant:

We are pleased that you have taken the first step in applying for this wonderful scholarship opportunity, which has helped a multitude of students continue successfully through their college journey.

The College of Staten Island offers various types of scholarships, taking into consideration academic excellence, financial need, extracurricular activities and community service, achievements in one’s intended career field, and overcoming obstacles to pursue a college degree. Volunteerism and public service are highly valued aspects of an applicant’s college career. Students may strengthen their backgrounds by demonstrating dedication to their school and community, as well their commitment to foster positive social change through their work. For further information regarding developing a competitive record, please access the CSI Fellowship and Scholarship Database at [http://www.csi.cuny.edu/advancement/scholarships.html](http://www.csi.cuny.edu/advancement/scholarships.html) and click on “How Can I Become a Stronger Candidate?”

The enclosed application provides information regarding the College of Staten Island Scholarship Program, as well as helpful tips for building a strong application. Please remember to include all of the required materials and documentation with your application by **February 28, 2017 for undergraduate scholarships and April 7, 2017 for incoming freshmen and graduate scholarships**. Applicants who are eligible to do so (citizens and eligible non-citizens) are required to fill out the Free Application for Federal Student Aid (FAFSA) in order to determine financial need, which is available at [https://studentaid.ed.gov/sa/fafsa](https://studentaid.ed.gov/sa/fafsa). Special effort and consideration should be put into writing your scholarship essays, as this is your chance to convey your enthusiasm and devotion to your goals, achievements and experiences. When requesting recommendation letters, be sure to give your reference writers ample time to complete their letters and identify solid examples of your best traits and achievements.

As there are many talented students at the College of Staten Island, applying for this scholarship is a competitive process, and care should be taken to make each aspect of your application showcase the best of your ability. If you have any questions about the application process, please do not hesitate to contact Michele Callahan, Fellowship and Scholarship Advisor, at 718.982.2332 or michele.callahan@csi.cuny.edu.

Sincerely,

Khatmeh Osseiran-Hanna
Vice President of Institutional Advancement & External Affairs
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 available. Eligibility requirements are explained below. **Only matriculated CSI students are eligible to apply to the CSI Scholarship Program. Macaulay Honors College students are NOT ELIGIBLE to apply for a CSI Scholarship.** However, other scholarship opportunities may be available. Only some CSI Scholarships are renewable; generally students must re-apply every year. For incoming freshmen, housing scholarships and recruiting scholarships for high-achieving students are available. Students must not have any adverse CUNY disciplinary findings or pending charges against them to be eligible. Students attending CSI for more than four years or who are seeking a second baccalaureate degree from CSI will not be given preference in the application process, but will instead be evaluated on a case-by-case basis.

Eligibility Criteria

**Incoming Freshmen**
- Maintain a cumulative high school GPA of 3.25 or 90% average (with some exceptions)
- Register for and successfully complete 12 or more credits for the fall and spring semesters
- Pass, or be exempt from, the three CUNY Assessment Tests in reading, writing, and mathematics

**Continuing Students**
- Maintain a minimum cumulative GPA of 3.25 (with some exceptions)
- Register for and successfully complete 12 or more credits for the fall and spring semesters
- Pass, or be exempt from, the three CUNY Assessment Tests in reading, writing, and mathematics

**Transfer Students**
- Transfer a minimum of 28 credits from previous college(s)
- Maintain a minimum cumulative transfer GPA of 3.25 (with some exceptions)
- Register for and successfully complete 12 or more credits for the fall and spring semesters
- Pass, or be exempt from, the three CUNY Assessment Tests in reading, writing, and mathematics

**Graduate Students**
- Maintain a minimum cumulative GPA of 3.25 (with some exceptions)
- Register for and successfully complete 6 or more credits for the fall and spring semesters

**Application Procedure**

Complete the enclosed CSI Scholarship application, with all required materials, and deliver to the Office of Scholarship and Fellowship Opportunities in 1A-401C, or email to scholarships@csi.cuny.edu. Please note that the Division is not responsible for ensuring the timely submission of your application materials.

**DEADLINE DATES:**

February 28, 2017, 5:00pm EST for undergraduate scholarships

April 7, 2017, 5:00pm EST for incoming freshmen and graduate scholarships

**Evaluation of Applicants**

Completed applications are reviewed and ranked by the Faculty Scholarship Committee based on the quality of the application, two recommendations, and community or College service. 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 & Responsibilities**
Applicants will receive a scholarship award or non-award letter from the Office of Scholarship and Fellowship Opportunities. By applying for a CSI Scholarship, recipients agree to write a thank-you letter to the donors of the awards and participate in the CSI Scholarship Ceremony/Reception. Recipients also agree to authorize access to their educational records.
What If I Want to Study Abroad?
Scholarships and awards for study abroad are available through the Center for Global Engagement at the College of Staten Island. The College Consortium for International Studies (CCIS), through which CSI is a partnering institution, also provides scholarships for specially designated study abroad programs. CCIS grants are typically $500 for summer programs and $1,000 for semester programs. Applying for study abroad scholarships offered by the CCIS requires nomination by the Center for Global Engagement; students who are interested in applying for CCIS scholarships are advised to contact the Center for Global Engagement to inquire about the nomination process.

Students interested in study abroad programs should contact or visit the Center for Global Engagement:

Center for Global Engagement
College of Staten Island
2800 Victory Blvd.
Building 2A, Room 206
Staten Island, NY 10314

Phone: 718-982-2100

CSI Study Abroad Scholarships
A listing of scholarships offered through the Center for Global Engagement may be found at: http://www.csi.cuny.edu/international/study_abroad/finaid.html. Scholarship awards are available for semester, summer and winter study abroad programs, and typically range up to $4,000.

Awards are for matriculated CSI students only.

CSI Study Abroad Scholarship Deadlines:
Summer Sessions / Fall Semester: March 1
Winter Intersession / Spring Semester: October 1

Scholarship deadlines do not occur on the same date as deadlines for study abroad programs, and may even occur much earlier than the program deadline. It is important to plan ahead and meet with a Study Abroad Advisor in the Center for Global Engagement to discuss options for study abroad programs.

Completed applications for these particular scholarships should be returned to the Center for Global Engagement in 2A-206.

Additional external scholarship opportunities for study abroad can be viewed within the CSI Fellowship & Scholarship Database, available at: http://www.csi.cuny.edu/advancement/scholarships.html.

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 race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses or any other prohibited basis.
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 essays, 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 download a clean application form rather than resort to erasures and whiteout. Neatness makes a statement about you and your level of interest and commitment.

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, teachers and supervisors with respect and appreciation of their time 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 your recommendation writers 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 your references that all letters must be on school or company stationary.

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, but the ultimate product must be yours and speak in “your voice.”

• In your essay, answer all questions 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:

• Don’t wait until the last day or week to write your essay.

• Don’t write too much or too little.

• Don’t write a “cheerleading” statement. An essay should focus on your specific strengths and achievements with examples of what you have done rather than vague statements that can apply to anyone.

• Don’t 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.

• Don’t rely on spellcheck for grammar and spelling. Work with your editor on every aspect of the content and structure of your essay.

• Don’t lie or exaggerate.
III. HELPFUL HINTS FOR LETTERS OF RECOMMENDATION

What Helps:

- Letters that outline your strengths, abilities and potential.
- Letters that are specific in describing your accomplishments.
- Letters that provide some context for how the professor or reference writer 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 or repetition of your application.
- Use of 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 Identity _______________  Date of Birth _________________  CUNYfirst ID # __________________

Telephone ___________________________        Email Address ____________________________________

Student Status

Undergraduate  □ Incoming Student  □ Evening or Weekend Student

Level of Study:  □ Freshman (1-30 credits)  □ Sophomore (31-60 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:

□ Demonstrated interest in photography
□ Demonstrated interest in enhancing the development of the Latino community
□ Active involvement in LBGTQ or women’s campus activities
□ Graduate of any high school on Staten Island
□ Parent served in a branch of the 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, or financial hardship
□ Relative or family member of CSI graduate
□ CSI employee
□ International student
□ Dolphin Cove resident
□ Demonstrated interest in Geriatric Nursing
□ Demonstrated interest in Turkish Crimean history
**Financial/Employment Status**

Please check all 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 Identity ____________________________

Religion ____________________________ Immigration Status ____________________________

Number of Dependents ____________________ Are you a single parent? □ Yes □ No

Are you disabled? □ Yes □ No If yes, please explain: ____________________________

Name of family member(s) who attended CSI ____________________________,

his/her/their year of graduation ___________, and his/her/their relationship to you ____________________________

**Service Information**

College and community service are important considerations in awarding scholarships. Please provide as much specific information as possible regarding your service to CSI and/or 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., Ambassador, Peer Educator, 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 resulted in an interruption of or challenge to completing your college education? Please explain below. You may use additional paper, if necessary.

____________________________________________________

**Your signed application authorizes the Division of Institutional Advancement & External Affairs staff to access your Bursar, Registrar, and Financial Aid records to help in determining your scholarship eligibility.**

Signature ____________________________________________________________________________ Date ___________________________
Application Essay

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 your CSI Scholarship application.

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, whether it be 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?

Your biographical profile must be typed on a separate piece of paper and attached to your CSI Scholarship application.
Completed Application Checklist

To submit a complete application:

☐ 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.

☐ Obtain 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 friends or family members will not be accepted.

☐ Include a current résumé.

☐ Complete the Free Application for Federal Student Aid (FAFSA) (Only if you are eligible to do so.)

☐ Incoming freshmen must submit an official high school transcript.

☐ Transfer students must submit official transcripts from all previous institutions.

☐ Incoming graduate students who did not complete their Bachelor’s degree at CSI must include official transcripts from all previous baccalaureate institutions.

Continuing students at CSI DO NOT need to submit a transcript.

Please Read and Sign Below

☐ Only some CSI scholarships are renewable; generally students must reapply every year. Macaulay Honors College students are NOT ELIGIBLE to apply for a CSI Scholarship.

☐ It is the student’s responsibility to check the status of his or her application with the Division of Institutional Advancement & External Affairs 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.

☐ Although not mandatory, volunteer and community service can be supported by an attached certificate and/or a letter from the volunteer or community service coordinator on official letterhead.

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

For further information contact Michele Callahan, Fellowship and Scholarship Advisor, at 718-982-2332 or michele.callahan@csi.cuny.edu.

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

Signature _________________________________________________________    Date _________________
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 send to the Office of Scholarship and Fellowship Opportunities (Building 1A, Room 401C) or email it to: scholarships@csi.cuny.edu. Recommendations must be received by February 28, 2017. Additional comments in the form of a letter of recommendation on official school or company letterhead are optional.

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<th>To be completed by recommender</th>
<th>Excellent</th>
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<th>Good</th>
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Signature of person providing recommendation ________________________________ Title __________________________________ Date ______________

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