

Tempe Alumnae Chapter ▲ Delta Sigma Theta Sorority, Incorporated
2019 SCHOLARSHIP APPLICATION INSTRUCTIONS

Scholarship Application Process

PHASE ONE

STEP 1: Resume and Personal Presentation

(You will need Microsoft Word and PowerPoint to complete this step.)

- a. Download the resume and presentation templates.
- b. Complete each template with your personal information.
- c. Email the completed documents to scholarship@dsttempe.com by **February 28, 2019**.

STEP 2: Two (2) Letters of Recommendation

(You will need Adobe Acrobat Reader to complete this step.)

- a. Download and print the Academic Letter of Recommendation cover sheet and the Community Service Letter of Recommendation cover sheet.
- b. The applicant will complete and sign the top portion of each cover sheet.
- c. The recommenders will complete and sign the bottom portion of the cover sheet.
- d. The recommenders should follow the instructions on the cover sheets for submission.
- e. All letters with cover sheet must be postmarked by **February 28, 2019**.

PHASE TWO

STEP 3: Interview

- a. Applicants that have completed **PHASE ONE** of the application will be contacted to schedule a face-to-face interview.
- b. Video conferencing may be available.

STEP 4: Official Transcript

- a. A sealed official transcript from your current educational institution must be brought to the interview.
- b. If your institution only issues transcripts electronically, we must receive the transcript at scholarship@dsttempe.com from your high school or university prior to the interview.

Application Checklist and Deadlines

All the materials in **PHASE ONE** are due on **FEBRUARY 28, 2019**.

- Resume
- Personal Presentation
- Academic Letter of Recommendation with Cover Sheet
- Community Service Letter of Recommendation with Cover Sheet

PHASE TWO items are due prior to the interview.

- Scheduled and confirmed face-to-face or video conference interview
- Official Transcript

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Miscellaneous Information

- △ Incomplete applications WILL NOT be considered.
 - △ Applications missing any items in **PHASE ONE** will not move to **PHASE TWO**.
 - △ Applications missing any items of **PHASE TWO** will be considered incomplete.
- △ Email and postal mail are the only acceptable means to submit information. We will not accept materials via fax or cloud/web based file storage. Applicants experiencing issues submitting documents via email should contact us at scholarship@dsttempe.com immediately.
- △ All application materials are the property of the Tempe Alumnae Chapter of Delta Sigma Theta Sorority, Inc. and will not be returned.
- △ All questions should be directed to our Scholarship Committee at scholarship@dsttempe.com.

Thank you for your interest in the Tempe Alumnae Chapter Scholarship Program.

Marie Dunn
Chapter President

Beverly A. Perry
Scholarship Committee Chair