

November 4, 2023

Dear Graduate Applicant:

The Kennedy-King Memorial Scholarship Fund annually awards one-year scholarships of \$6,000 each to past recipients of an undergraduate Kennedy-King scholarship. You can apply to have the scholarship renewed if your graduate degree normally requires more than one year of study.

To apply and be eligible for the scholarship, the Board of Directors of the Fund has established the following requirements and procedures, whereby you must:

- ✓ Have been a recipient of an undergraduate Kennedy-King scholarship.
- ✓ Submit a completed application with all its attachments as set forth in the instructions below.
- ✓ **If selected as a finalist, you must attend an interview held only on Saturday morning, March 16, 2024 in person (preferred) or via Zoom.**
- ✓ Be accepted and enrolled as a full time student in an academically accredited graduate program within one year from the date of the scholarship award next April.

**You must complete the entire online application with all required documents by the 5PM February 15, 2024 deadline.** You can find all you need at <https://kennedyking.org/graduate-application> including: instructions, key deadlines, the application portal, FAQs, etc. **All applications must be completed on-line.** Our application portal includes all documentation required and provides the ability to upload required documents (transcripts, financial aid forms, etc.) and request documents from others (letters of recommendation).

If you are out of the area and will not be attending the interview in person, notify Laurie Fox, [oskifox@gmail.com](mailto:oskifox@gmail.com) AND also send to the same email address two digital head and shoulder pictures of yourself for our celebration program.

**February 15, 2024 at 5PM is the deadline for our receipt of your complete application.** This letter, the instructions and application can be found at: <https://kennedyking.org/graduate-application>

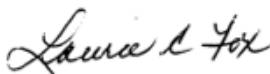
We are proud of your educational accomplishments as a recipient of a Kennedy-King undergraduate scholarship, and wish you the very best in all of your future endeavors.

Sincerely,

Board of Directors Selection Committee



**Felicia Harris-Foster**  
Chair, Kennedy-King Board  
Member [fharrisfoster@gmail.com](mailto:fharrisfoster@gmail.com)



**Laurie Fox**  
Kennedy-King Board  
Member [oskifox@gmail.com](mailto:oskifox@gmail.com)



**Arthur Rangel**  
Kennedy-King Board President  
[arthurrangel@kennedyking.org](mailto:arthurrangel@kennedyking.org)

## Kennedy King Scholarship Graduate Application

### *Submission Instructions*

**The Application must be completed on-line. When you do so, you will create an account which will allow you to continue working on it until you submit the application or the deadline arrives.**

Remember to save your work for each section and mark as completed once a section has been completed. We do not accept printed applications. If for some reason, you cannot complete the online application, please contact us at: [applications@kennedyking.org](mailto:applications@kennedyking.org)

Answer requested questions and information as complete as possible. Based on your answers, the application may prompt you for additional information. We also ask you to provide an electronic signature in several locations. While this may seem repetitive, it assures us you have read and understood the relevant sections and requirements. In some instances, you may not be able to answer a question or section. We have provided Explanatory Notes in several areas of the application should you need to explain your responses with more detail and assist us in evaluating your application.

**The application portal is comprised of the following sections:**

**Create a Profile to Get Started** - includes basic contact information we will use throughout the application process.

**Section 1: Applicant Information.** Requires you to confirm you have read the instructions and asks you to provide answers to questions about yourself, your family, your college education, graduate school plans, and to upload your transcript (unofficial transcripts are acceptable during the application process), and to acknowledge you completed this section of the application correctly, truthfully, and completely to the best of your knowledge and belief.

**Step 2: Autobiographical and Publication Essay** - In this step, we provide instructions and space to complete a 1,000 word maximum essay about why you believe you should be awarded a Kennedy-King graduate scholarship. We also require a 75 word publication essay which Kennedy-King uses if you are awarded a graduate scholarship. As noted in that section, we reserve the right to edit the publication essay. The application tool will limit your publication essay to a maximum of 100 words.

**Step 3: Financial Information** - Most questions are directed to your need for financial assistance. We expect you to apply for all scholarship and grant money (public and private) that may be reasonably available to you. Some students do not qualify for such grants. Nonetheless, we have awarded many of our scholarships to such students. We need this information to assist us in gauging your need. If you receive a grant that pays all of your fees, tuition, and expenses, our scholarship may be revoked.

**Section 4 (Authorizations)** includes Authorizations and Permission Forms. These authorize Kennedy-King to receive transcripts and financial information from colleges/universities you attend(ed) as well as providing a media permission form. If you are awarded a Kennedy-King graduate scholarship, we may require you to sign these forms again in ink.

**Step 5: Letter of Reference Request** - two letter reference letters are required, but the portal will allow you to make up to five requests.

- a) One from a college or university professor in your graduate school if enrolled and taking classes there, or in the college or university awarding your 4 year degree if you have not yet entered graduate school, and
- b) Another from an individual who is familiar with your interests, community involvement and achievements (not a family member).

Submit your on-line application **preferably before the 5PM February 15, 2024, deadline**, when it will be reviewed. Once you submit online or the deadline passes, you **will not** have another opportunity to correct or fill in missing information thereafter.

## Kennedy King Scholarship Graduate Application

### *Additional Notes*

- Complete, sign, and submit the Application and all requested documents using the on-line application process.
- Answer all questions or otherwise explain why a question has not been fully answered using the Explanatory Note section in Application if necessary. All questions must be answered or your application may be rejected.
- The Reference Letters you request through the application portal will ask the person providing the reference to answer some basic questions about you including, but not limited to: how they know you and what is their opinion of you in terms of your academic and intellectual potential, your financial need, your community service & involvement, and of your personal attributes and life goals.
- Course transcripts including units and grades from each college you have attended. Downloaded Web Advisor transcripts from CCC, DVC and LMC Community Colleges are acceptable, but Official Transcripts from all other colleges are required if you are awarded a scholarship. You may submit unofficial transcripts with the online application, but we will require official transcripts if you are awarded a scholarship.
- Answer all questions or otherwise explain why a question has not been fully answered using the Explanatory Note section in Application if necessary. All questions must be answered or your application may be rejected.
- **Delete** Social Security numbers from all documents you submit.
- If you are a Native American/Alaskan, include your tribe/native people affiliation and registration form from the Bureau of Indian Affairs if you have one.
- If you are awarded a scholarship, please submit two digital head and shoulder pictures of yourself for our celebration event - email to Laurie Fox at: [oskifox@gmail.com](mailto:oskifox@gmail.com)
- At this time, we will not accept printed applications. If for some reason, you cannot complete the online application, please contact us at: [applications@kennedyking.org](mailto:applications@kennedyking.org)
- AND... Don't forget to get the reference forms completed

Contact Laurie Fox at [oskifox@gmail.com](mailto:oskifox@gmail.com) with any questions you may have on graduate

scholarships. For questions on the online application, please contact [applications@kennedyking.org](mailto:applications@kennedyking.org)