

## Emory Johns Creek Hospital Auxiliary Scholarship Checklist

**It is very important that your application is complete and all necessary attachments are included. Applications will not be considered if they are incomplete.**

- All blanks must be filled in. If it is necessary to fully answer a question, attach an extra sheet of paper with the information. If a question does not pertain, please use n/a.
- You must **submit two (2) signed letters of recommendation** along with the application. One should be from a teacher or counselor. These should be on appropriate letterhead in sealed envelopes.
- Please include a **short** essay telling us a little about you, your career goals and the reason you chose a health-related field of study.
- Official transcript from the last educational institution you attended (i.e., high school or college).
- Verification letter from school indicating acceptance into the health-related program, date of acceptance (month and year), and proposed date of graduation (month and year). **Physical therapy and occupational therapy applicants must furnish letter of acceptance to a master's program.**
- Completed and signed application, agreement.
- All completed and signed applications must be received by the Auxiliary Scholarship Committee at least 6 weeks prior to the start of the semester.
- Scholarship recipients will be notified, in writing,
- **Please note that all decisions by the Auxiliary Scholarship Committee will be final.**

Completed applications, with all necessary attachments, should be mailed to the following address:

Eileen Kovalchik, Chairperson  
(678) 612-8079 – [emklib@bellsouth.net](mailto:emklib@bellsouth.net)  
560 Brightmore Downs  
Alpharetta, GA 30005

**Please do not drop completed applications off at the hospital.**

10/22