



*Setting the Standard for Automation™*

## **2008-09 ISA EDUCATIONAL FOUNDATION SCHOLARSHIP APPLICATION FORM**

### **ISA RICHMOND-HOPEWELL SECTION**

***Postmark Deadline: May 31, 2008***

- Academic standing is only one aspect of applicant credentials used in the consideration of scholarship award. Students with well rounded backgrounds are highly encouraged to apply.

#### **ELIGIBILITY REQUIREMENTS**

All Applicants must meet the following eligibility requirements:

- Currently enrolled in an undergraduate program in instrumentation, systems, automation, or Engineering discipline (2 year program, 4 year baccalaureate program, or equivalent) at an educational institution in the Commonwealth of Virginia.
- Two year program applicants must have completed at least one academic semester, 12 semester hours, or its equivalent
- Four year degree program applicants must be in their sophomore year or higher in their study or its equivalent at the time of application
- Applicants must be full-time students in an educational institution.
- Preference for scholarship awards is given to students who are enrolled in a degree program in instrumentation, systems, automation, Engineering, or other closely related fields.
- Applicants are eligible to apply and win in multiple years if the applicant meets ISA's requirements for reporting back to ISA on the use of previously granted awards and if the application demonstrates additional potential contribution to the field beyond that for which any previous awards were based.
- Application must be postmarked no later than May 31, 2008.



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Please print legibly using black or blue ink or type

PERSONAL INFORMATION						
Last Name:		First Name:			Middle Name:	
Home Address: Street Address:						
City:		State / Province:		Postal Code:	Country:	
E-Mail Address:			Home Telephone Number:		US Citizen (yes/no):	
EDUCATIONAL DATA						
College/University Attending During Year of Scholarship Award:						
College/University Address (City / State / Postal Code / Country):						
Website URL for University:			Beginning Year:		Expected Date of Graduation:	
College/University Undergraduate Major						
What type of degree will you earn upon graduation? (Please place a check in the appropriate box)	Associate	Bachelor	Masters	Doctorate	Other? (Please list below)	
Undergraduate Degree(s) Already Received:						
Graduate Degree(s) Already Received:						
High School Attended:						
High School Address (City / State / Postal Code / Country):						
GPA/Standing:			Beginning Year:		Date of Graduation:	



### REFERENCE LETTERS

Two letters of recommendation are required. At least one of the letters should be from a faculty member who is familiar with your educational program. Faculty recommendations must be on university letterhead. The references should comment on your character and potential for leadership, or for making a significant contribution to an instrumentation, systems, and automation profession. This can be based upon specific examples drawn from your course work, projects, or activities. A confidential recommendation is not required. Each letter of recommendation must be signed by the person making the recommendation. Place one copy of the reference letter in each set of documents that make up the complete application, unless provided in confidence.

**NOTE:** If the person providing the letter wishes to write a confidential reference, he/she should place the original letter in a sealed envelope. Include that envelope in your application package.

Provide information about references below.

Reference 1 Name:	Institution Name:	
Name of Dept.:	Telephone:	Email:
Reference 2 Name:	Institution Name:	
Name of Dept.:	Telephone:	Email:

### COLLEGE / UNIVERSITY DEPARTMENT HEAD OR FACULTY ENDORSEMENT

To the best of my knowledge and belief, I hereby verify that the academic information and summary of school activities as submitted in this application are correct, and the applicant meets the eligibility requirements as outlined in the scholarship eligibility requirements.

Printed Name:	Signature:	
Title:	Telephone:	Email:
Name of Institution:	Department:	Date:
Institution Complete Mailing Address:		

### ATTACHMENTS OF SUPPORTING INFORMATION

Using a separate sheet(s) of 8 ½ x 11 paper (single-sided), include the following information to support your application. Please type and attach your information in the order in which it is listed below. Items 1 and 2 may be included on the same sheet.

#### 1. Educational Record, Activities and Honors

- Include an official copy of all post high school transcripts with this application that includes all courses attempted and/or completed to date. Degree audit forms and web documents are not acceptable. Be sure all transcripts are legible.
- List career and non-career related extracurricular activities in which you have participated
- List academic honors, civic honors, or awards you have received
- List any professional and honorary society memberships

#### 2. Employment Record / Work Experience

- List all jobs you have held. Include the names of the employers, the dates of employment, and the type of work you performed.



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#### APPLICANT'S CERTIFICATION/PERMISSION TO RELEASE INFORMATION

I hereby certify that all information submitted on this application is true and accurate to the best of my knowledge. By submitting this application, I authorize my college/university to make available to ISA information concerning my academic records.

I understand that falsification of any information on this application disqualifies me for any current or future ISA scholarship. I also understand that all applications will be evaluated on educational achievement, work experience and extracurricular activities, and that scholarships will be awarded at the discretion of the ISA Scholarship Committee. Submission of an application in no way guarantees that a scholarship will be awarded. Incomplete applications will not be considered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### MAILING INSTRUCTIONS

Send two copies (one original and one copy) of the application and required documentation. Each copy should be stapled with attachments in the following order:

- Cover letter
  - Completed application that includes Department Head or Faculty endorsement
  - Two reference letters
  - Transcript(s) (original transcript with raised seal should accompany original application)
  - Awards and honors/extracurricular activities
  - Employment history
- Mail the original and one copy of the complete application with attachments to ISA. Mail the applications unfolded in an envelope that is postmarked no later than May 31, 2008 to:

ISA  
Mr. Barry White  
9947 Hull St. Rd.  
#256  
Richmond, VA 23236  
barry@pro-quip.com

#### **APPLICATION MUST BE POSTMARKED BY May 31, 2008 TO BE ELIGIBLE FOR AWARD**

It is the intent of the ISA to notify award recipients by June 27, 2008.  
Awards will be mailed on or about July 15, 2008. Recipient names will be listed on the ISA Richmond-Hopewell website in July 2008  
([www.isa-va.org](http://www.isa-va.org)).

Individuals not being awarded a scholarship will be notified electronically.

Do not contact ISA for application status. No applications or associated documentation will be returned to applicants.