



VIRGINIA  
**TALENT +  
OPPORTUNITY  
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS

## Appendix: Graduate Student Application for Professional Development Scholarship

**Applications must be completed online.**

**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**Fill out the application form below completely and gather, download and fill out the required documents for upload PRIOR TO accessing the online application form.**

Link to online application form for graduate students:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qeUKYsFOoE-GQV2fOGxzCXp7k9rSavNPuV2Ti8IdJR1UQUVTM0NGMVIQRUNQQVZOV0xPUUpWVEo4TS4u>

### **Eligibility Questionnaire**

Applications start with an eligibility question. Applicants must meet three eligibility criteria in order to access the full application. If an applicant does not meet the criteria, the form will default to "Submit" and someone from SCHEV will contact the prospective applicant to discuss the issue. First, you must be enrolled at an eligible Virginia institution.

Please provide your email address (use your .edu email from a Virginia institution):

Choose your institution from the drop-down list

<b>Eligible Public Institution</b>	<b>Eligible Private Institution</b>
Christopher Newport University	Averett University
College of William and Mary	Bluefield College
George Mason University	Bridgewater College
James Madison University	Eastern Mennonite University
Longwood University	Emory & Henry College
Norfolk State University	Ferrum College
Old Dominion University	George Washington University (VA campus)
Radford University	Hampton University
University of Mary Washington	Hollins University
University of Virginia	Liberty University
University of Virginia's College at Wise	Mary Baldwin University
Virginia Commonwealth University	Marymount University
Virginia State University	Randolph College
Virginia Tech	Regent University
	Shenandoah University
	Sweet Briar College
	University of Lynchburg
	University of Richmond
	Virginia Union University
	Virginia Wesleyan University

Second, you must be a graduate student to apply for the scholarship. Choose the option that describes your student status:

- Post-baccalaureate certificate
- Master's
- Doctoral
- Other

Third, you must be enrolled in an eligible program to apply for a scholarship. Choose the option that describes your degree program:

- Education
- Counseling/School Psychology
- Human Services/Social Work
- Human Resources
- Other

Fourth, applicants must have career interests that advance work-based learning opportunities for students. Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

Recruiting students for internship courses and preparing for work as faculty/future faculty who focus on areas other than the ones previously listed are not considered work-based learning under this program.

If you have questions about how your career goals align with this scholarship opportunity, email [emilysalmon@schev.edu](mailto:emilysalmon@schev.edu).

After graduation, do you intend to pursue a career that advances work-based learning opportunities for students? Refer to description immediately above for examples.

- Yes (If yes, proceed with completing the rest of the application).
- No (If no, you are not eligible for scholarship consideration and should not complete the application).

#### Full Application

##### Applicant Contact Information

First Name

Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Preferred Email Address (this may be your .edu address or a different email address)

#### **Applicant Educational Information**

Your degree or post-baccalaureate certificate program is:

How many credit hours have you completed?

How many credit hours are you currently enrolled in?

Your anticipated graduation date is: MM/YYYY

Which scholarship you are applying for:

- Conference (online form will continue to questions below)
- Membership Fees (online form will jump to questions in the next section)

### **Conference Scholarship Questions**

Name of organization hosting/sponsoring/offering the conference and title of conference.

Date(s) of conference

If you are awarded a scholarship, do you need an advance of any funds prior to travel?

- Yes
- No
- Maybe

Have you attended this conference in the past three years?

- Yes
- No

Please list other conferences you have attended in the past three years.

Please describe any previous involvement with the organization offering the conference.

Have you, or do you plan to, submit a proposal to present at this conference? If you already have, has the proposal been accepted?

Please describe your career aspirations and how presenting at or attending this conference will contribute to your career goals and professional growth over the long term. (250 words or ~1,500 characters)

Considering short-term impacts, please describe how you will apply the skills and knowledge you gain at the conference immediately (meaning prior to your graduation) to benefit yourself, your program, other students and/or your communities. (250 words or ~1,500 characters)

Please provide any other pertinent information that the selection committee should take into consideration. Please provide a short biography for the V-TOP website. (250 words or ~1,500 characters)

### **Membership Fee Scholarship Questions**

Name of organization you want to join

Have you been a member of this organization within the past three years?

- Yes
- No

Please describe any previous involvement with the organization.

Please list other organizations to which you belong.

Please describe your career aspirations and how your membership in this organization will contribute to your career goals and professional growth. (250 words or ~1,500 characters)

### **Attachments and Forms to Upload**

Please upload your resume and unofficial transcript, then find the three forms referenced below on the SCHEV website, fill them out, and upload them in the appropriate place below. If uploading the documents requires a Google account log in, and you don't have one, please submit this application without the attachments and email the attachments to [lynnseuffert@schev.edu](mailto:lynnseuffert@schev.edu).

- Please upload your resume/vitae
- Please upload your unofficial transcript
- Please fill out and upload the form entitled "Travel Estimate and/or Membership Dues," available on the SCHEV website
- Please fill out and upload the Virginia W-9, available on the SCHEV website
- Please fill out and upload the release form, available on the SCHEV website, consenting to the use of your name and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you to interested members of the press for interviews.

### **Certification**

I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept

the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days.

I agree to the Certification language above:

- Yes
- No