



BOARD OF HIGHER EDUCATION AND MINISTRY

2019 GNJ SCHOLARSHIP APPLICATION INSTRUCTIONS

The applicant is responsible for making sure the following seven (7) items are complete and received in the Mission and Resource Center in person or postmarked by March 31, 2019 (the deadline). The scholarship committee will not consider incomplete scholarship packets. Please read these instructions thoroughly as the process for 2019 has changed. This checklist must be completed and included with your supplemental documents.

CHECK LIST:

- 1. 2019 GNJ Scholarship Application Form:** Scholarship applications should be submitted electronically through the GNJ website. Check the scholarships for which you are applying and eligible. Complete the form fully. Applicant's digital signature is required. Please check for spelling errors or missing information before submitting. Remember that this form will be photocopied for committee members. Your application will not be considered if the form is incomplete.
- 2. Transcript:** Sealed school OFFICIAL student transcripts (student copies, photocopies or school website copies are **not** acceptable) with grades up to and including December 31st before the application due date will be accepted. Please do not wait until the last week of the application due date to request an **official transcript**. Some schools are on spring break during this time and may delay the process and meeting of the deadline.
- 3. Letter of Recommendation:** All applications will require three (3) recommendation letters. One from the pastor, one from the administrative council and one personal (professional, teacher, associate pastor, civic organization leader, mentor, etc.; **not a family member**). Recommendation letters should share what they know of the student, the student's contribution to the community and their experience in mission and ministry within the local congregation. The letters must be signed and sent directly to the Scholarship Committee. Your application will not be considered without the recommendation letters. If your pastor is related to you (parent, spouse, or other relative), please ask someone else to write this letter of recommendation. Your pastor needs to write of the applicant's involvement in the church and community and include membership status. For Kappler Memorial Scholarship, a letter from your church administrative council stating that they **nominate** you is required. This nomination letter serves as the recommendation letter from your church administrative council.
- 4. One-page typed statement:** Please submit a one-page typed statement on why you wish to be considered for one of these awards. Be sure to include specific details about financial need and information about your Christian commitment (for example: leadership roles in the local church, participation in groups, committees and community involvement). Be sure your statement is current. Do not duplicate the previous year's statement. Check grammar and spelling carefully – they reflect the care and attention that have been given to preparing your statement. For the Frances Nelson Scholarship, please provide a statement of how you intend to serve in full-time Christian service following graduation.
- 5. Financial statement:** Especially for scholarships to help meet financial needs, a copy of the FASFA **determination/eligibility sheet** is required. In the event that parents or student have not yet filed their tax returns by the scholarship application due date, a copy of the FASFA submittal sheet with a copy of an **estimated tax return** will be accepted. Your application will not be considered without this financial



statement. Please bear in mind that a pin (personal identification number) will be needed to fill out the FASFA application and this may take 3-5 business days to process. Please do not send income tax returns.

- 6. Applicant's signature is required.

Scholarship funds are limited. It is not possible to grant a scholarship to every student who applies.

APPLICATION DEADLINE: POSTMARKED MARCH 31, 2019

Please be sure all items listed above are sent to the Mission and Resource Center by the deadline.

Please mail in or hand deliver completed scholarship packets to:

Scholarship Committee | Attn: Diana Picurro
The United Methodist Church of Greater New Jersey
205 Jumping Brook Road, Neptune, NJ 07753 | 732-359-1064