

Guidelines for Completing the II-VI Foundation Scholarship Application

READ ME FIRST!!!

THERE ARE SOME CHANGES THIS YEAR.

READ THIS COMPLETELY EVEN IF YOU'VE APPLIED BEFORE!!!

Please follow these instructions carefully. Failure to comply may result in rejection of your application:

- The **June 5, 2014 Intention Deadline** and **July 10, 2014 Documentation Deadline** are absolute. The earlier you submit your information the better. **ONLY THE FIRST 75 COMPLETE, QUALIFIED APPLICATIONS WILL BE ACCEPTED!** This includes applicants applying for the first time and renewal applicants. You do not have to submit the entire application all at once. Please send us pieces as you receive them or complete them. All documents must be physically received in the office by 1:00 pm EDT on Thursday, July 10, 2014. Copies of official documents (i.e. transcripts) will not be accepted as substitutes. Make sure you contact your schools in plenty of time. They often need several weeks to get a transcript out. And, remember – we will only accept the first 75 qualified, complete applications!
- We recognize that many parts of your application cannot be completed until May or June, such as your transcript, supervisor's recommendation and essay on your work experience. **TO BE CONSIDERED ONE OF THE FIRST 75 QUALIFIED APPLICATIONS**, we need to receive three pieces of your application:
 - Signed application, available on the website
 - Job description from your planned industrial work experience HR department or supervisor
 - Interview scheduled (read the interview guidelines below and contact Sue at szuk@ii-vifoundation.com or call 412-206-0580 with your best dates and times)
- **June 5, 2014 is the Intention Deadline - the deadline to declare your intent to apply and the deadline to schedule an interview.** An interview with the Executive Director or his designee must be **scheduled by June 5, 2014** by calling the II-VI Foundation office or emailing info@ii-vifoundation.com. Interviews will be done during the weeks of June 9 – June 13, June 16 – June 20 and June 23 – June 27, 2013. For anyone in the Pittsburgh and surrounding area, interviews will be conducted in our office at 1370 Washington Pike, Bridgeville, PA between the hours of 9 am and 4 pm. If you are outside of the Pittsburgh area, Skype interviews will be conducted during those same hours. Skype interviews are preferred, but if not possible, phone interviews will be conducted.
- **Proof of employment** must be presented to the II-VI Foundation office in the form of a job description provided by your employer and supervisor/mentor contact information **prior** to your interview. However, it is recommended that you get this approval before beginning your job. Please note that work experience must be gained in an "industrial" setting. This **does not** include labs, research or most government and military jobs.
- II-VI Foundation scholarship opportunities **are not** directed toward pre-med candidates, civil engineers, architectural engineers or petroleum engineers. However, scholarship opportunities **are** directed toward students pursuing **degrees** in electrical, industrial, chemical, nuclear, mechanical, material science engineering and related engineering and science disciplines. Mathematics majors are welcome to apply.
- The scholarship opportunity **is not** available to college seniors who are applying for the first time. It is felt we cannot have as great an impact on these students. You must have four (4) full semesters of class time remaining to apply for the **FIRST** time. (Class time meaning instruction, not internship/co-op work time.) As a first time applicant, to apply for the 2014-2015 cycle your graduation date cannot be earlier than Spring, 2016.
- **July 10, 2014 is the Documentation Deadline.** Everything must be physically received in the office by 1:00 p.m. EDT. Read the **application** carefully to make sure you **submit everything required**:
 - ✓ Official transcript. Contact the school early to make sure your transcript gets to us in time.
 - ✓ Official copy of SAT/ACT test scores if applying in high school and they are not listed on your transcript. These take several weeks to get to us – do not wait to request that your scores be sent to us.

Ashley Colley

2014 Student Scholarship Program Critical Dates

JUNE 5th: INTENTION DEADLINE

Deadline to declare your intention to apply and schedule an interview

Call the II-VI Foundation office, 412-206-0580, or email info@ii-vifoundation.com to schedule an interview.

Interviews will be held during the weeks of June 9th through June 27th. **Proof of employment** must be presented to the II-VI Foundation office in the form of a job description provided by your employer and supervisor/mentor contact information *prior* to your interview.

JULY 10th: DOCUMENTATION DEADLINE

New and renewal student scholarship applications are due. All application requirements must be received in the office by 1:00 pm EDT on the date due. **HOWEVER, DO NOT WAIT UNTIL THE DEADLINE. WE WILL ONLY ACCEPT THE FIRST 75 COMPLETE, QUALIFIED APPLICATIONS!**

LAST TWO WEEKS OF JULY: SELECTION

The Selection Committee meets to decide student scholarship awards and funding levels.

FIRST WEEK OF AUGUST: NOTIFICATION

Students are notified of awards. Scholarship recipients must complete DATA SHEET located on website. Failure to complete and return data form will result in delay of funding.

AUGUST 1st – 15th: FUNDING

Once we receive your data sheet:

1. We will contact the school to get the name of the proper contact person.
2. We will fax them an agreement stating your scholarship may be used for tuition, books and fees only. According to IRS laws, this agreement must be signed by the school before we can send them your scholarship award.
3. Once we receive a signed agreement, your scholarship award will be mailed directly to the school. Scholarship awards can be applied to one semester or divided equally between two semesters, whatever you and your school prefer. As long as the award is used within the 2014-2015 school year and is applied only to tuition, books and fees, this is your choice
4. We will notify you when we mail it so you can watch your student account for credit.

If we do not receive a signed agreement from your school, *it is your responsibility* to contact them and insure this is done so you can receive your award. Checks CANNOT be sent until this signed agreement is received.

AUGUST 31st: WORK EXPERIENCE VERIFICATION

Work experience qualification period *concludes*. A minimum of 360 hours must be completed to qualify for the current scholarship funding cycle. If you had not completed your hours before filing your application, you will need to submit a signed letter via PDF scanned email, fax or regular mail, from a company representative stating how many hours you worked.

OCTOBER 1ST: WORK EXPERIENCE QUALIFICATION PERIOD BEGINS

Between October 1 and August 31st, 360 hours/9 weeks must be completed to qualify for the next scholarship funding cycle.