SCHWARZMAN SCHOLARS

APPLICATION INSTRUCTIONS

WELCOME: **Deadline is September 22, 2020 at 11:59 PM, Eastern Daylight Time (EDT).** Due to high volume, submitting on the deadline day is NOT recommended, and applications received late (even due to network latency issues or last-minute emergencies) will not be accepted.

The application must be completed online and submitted electronically once you have answered all the required questions. The application form must be completed in English. You do not have to complete the online application in one sitting; you may access, save, and continue work on your application as frequently as needed before submitting the application. It is recommended that you save your work often.

Note that the email address provided to create your account will be used for ALL future correspondence about your candidacy. After creating an account, you will receive a system-generated message prompting you to verify your email address. If you do not receive this email immediately, check your spam/junk folders before asking for further assistance and add admissions@schwarzmanscholars.org to your safe senders list. Keep your login information in a safe place, as you will need it to access your application, and we cannot reset it on your behalf.

Eligibility Requirements: https://schwarzmanscholars.org/admissions/eligibility/
Application FAQ: https://schwarzmanscholars.org/admissions/faq/
Technical Support: apptech@schwarzmanscholars.org

PERSONAL INFORMATION: In this section, you will provide biographical and contact information. You must list your legal name, nationality, gender, place of birth, and date of birth *exactly* as they appear (or will appear) on your passport. You may begin the application without having a passport, but we strongly advise having one before submitting your application, as a valid passport is required for candidates admitted to Schwarzman Scholars. Schwarzman Scholars cannot offer assistance to applicants in obtaining a valid passport. Interview participation will be virtual this year in 2020.

BIOGRAPHICAL PROFILE: In this section we ask more about you. First, provide a 100-word biography summarizing your leadership accomplishments and future aspirations. This question is a required field. Your submitted biography will be used throughout the selection process and on the Schwarzman Scholars website if you are admitted to the program. For reference, review profiles of selected scholars at www.schwarzmanscholars.org/scholars/all. Next, we ask you to select up to two interest options that best identify with your professional and leadership aspirations. If you are a reapplicant, answer the final question briefly reflecting on what has changed in your profile since your last application and highlighting any key changes. If you are not a reapplicant, leave this blank.

EDUCATION: List only post-secondary institutions where you have obtained a degree, with the most recent institution listed first. Do not list any short-term study, certificate programs, or study abroad programs; these can go on your resume/CV. In the "University Name" field, search for your university by typing the school name in English, or in some cases, in the local language. If your university/college is not included in the drop-down menu, select "School not found," and enter the official name of the university/college in the "School Not Found Name" field. Ensure that you check the box labeled "Most Recently Attended School" next to the institution where you have graduated or will graduate from recently. You will also be required to upload copies of official university/college transcripts (see Transcript section below).

GRADE POINT AVERAGE/CLASS RANK: Most universities provide a numerical average or summary of academic achievement. Enter your cumulative grade point average or other numerical score as printed on your transcripts. If your school does not use a numerical system (for example, "3.8") input zero and enter the text description (for example "First Class Honours") in the Degree Designation field. If your institution provides a cumulative grade point average and/or a class rank for your degree, you MUST include it in this section. If you are listing a US-style grade point average, this should be the cumulative average for your entire program of study, not the grade point average of your major. Academic excellence is an important component of Schwarzman Scholars, so any information or context that you can provide to help the selection committee evaluate your educational experience is appreciated. Additional context about your academic program can be explained briefly in the Additional Information section of the application.

LANGUAGE PROFICIENCY: List up to four languages and indicate your level of proficiency in each. List your mother tongue or native language first. If you have skills in more than four languages, list the four that you consider your strongest languages. If your native language is not English, official English proficiency test scores must be submitted with the application. This requirement is waived for applicants who studied for at least two years in an English-speaking program at an undergraduate or graduate level. You will be asked to identify yourself as 1) a native speaker of English, 2) having studied English at an English-speaking institution for at least two years, or 3) reporting English language proficiency test scores. If you select the third option, you must select the test type (listed below), the date of the exam, and your scores. Note that English proficiency exams are only valid for two years. As many testing centers have temporarily closed due to COVID-19, this year we will accept English language proficiency exam score reports with expiry year 2019. In addition to listing your scores in this section, you must upload your examinee score report in the Additional Information section of the application. The minimum score requirements for applying to Schwarzman Scholars are:

TOEFL iBT: 100
TOEFL PBT: 600
IELTS: 7

PROFESSIONAL EXPERIENCE: In this section you will be asked to select a category that best describes your professional experience as Student, Business, Government, etc. If you are a student and have no full-time, post-graduation employment, under Experience Category please select Student. If you are a young professional with full-time, post-graduation work experience, select the category most relevant to your employment. List up to two most recent full-time work experiences, starting with the most recent first. Do not list part-time work, internships, or volunteer experiences; these may be highlighted in your Resume/CV.

EXPERIENCE ABROAD: List up to two of your most relevant Academic, Professional, or Volunteer Experiences in which you spent more than two months away from your home country. Include the location, the reason for the time abroad, and the dates/duration. If this was a multi-site experience, include the details in the description text box. Do not list tourist travel. If you do not have relevant international experience to mention, leave these fields blank. Previous experience abroad is not an eliminatory requirement in the selection process.

LEADERSHIP ROLES, AWARDS, AND RECOGNITIONS: List up to 10 leadership roles, awards, scholarships, publications, or special recognitions you have received in descending order of their significance. Include the name of the award/recognition, awarding body or institution, and the date of each accomplishment. Please list only one role, award, or recognition per line.

Example: ABC Scholarship (University X) – 8/2019

DISCIPLINARY ACTION: Indicate any academic or criminal disciplinary action on your record and provide an explanation.

RECOMMENDATIONS: You will be asked to register three recommenders using their names and email addresses. Once you enter the full name and email address and click "Send Invitation," a system-generated Recommendation Request email will automatically be sent to the recommender. Recommenders should know you well and be able to speak to your intellectual abilities, personal characteristics, and leadership potential using specific examples from their direct experience working with you. Family members or relatives cannot be selected as recommenders. Recommenders should follow the instructions in the Recommendation Request email to upload their letters. You are responsible for working with your recommenders to ensure that their letters are submitted properly and by the deadline. **We will not accept emailed or mailed letters or letters uploaded by applicants.**

You should select a mix of recommenders who can best speak to your current intellectual and leadership abilities:

- One letter from a professor who can speak to your intellect and academic abilities.
- One letter addressing your leadership abilities with examples (this can be from an employer, supervisor, mentor, faculty member, or other). It is a requirement to have at least one letter which speaks to the applicant's demonstrated leadership and potential.
- For the third letter, identify a recommender who can offer further insight that best reflects your current profile as an applicant: a letter from an employer or mentor commenting on leadership abilities, an additional academic endorsement, or some combination of the above options.

ESSAYS AND OTHER REQUIREMENTS: Each applicant is required to provide two essays and one short answer. These can be completed offline but they must be added in the text field and uploaded to the application. The two required essays are a Leadership Essay (750 words) and a Statement of Purpose (500 words). The essays are a critical component of the application, designed to help the selection committee understand you as an individual and get a sense of your leadership abilities/potential, as well as your writing and analytical skills. Detailed descriptions of what is expected from each essay are included on the prompt of the application form. The Short Answer (100 words) provides you with the opportunity to highlight something about yourself that the selection committee would not otherwise glean from the materials provided in your application. Word counts are strict and any essays that exceed the limits may be disqualified. Footnotes, headers, and titles will all count as part of each essay's total word count.

ADDITIONAL INFORMATION

VIDEO INTRODUCTION: Provide a short video self-introduction of no more than 1 minute. Introduce yourself in any style or setting you think best conveys your interests and personality. The point of this recording is to allow the committee to hear you introduce yourself in your own voice and style. A video taken on your mobile phone, laptop, or digital camera will suffice; we do not expect or encourage applicants to use professional equipment, production, or editing. The technical quality of the video is not as important as the content, but the committee must be able to see and hear you. Please save the video on YouTube, VIMEO, Google Drive, or a similar cloud service that is readily accessible and provide the direct link to the page in the space provided. *Do not password protect the video.*

CLARIFICATION COMMENT: If you wish to clarify any information provided in the application, please do so in this short answer section. For example, if you took a leave of absence or faced unusual circumstances in your studies or in your career, you may wish to explain that here.

ENGLISH LANGUAGE TEST SCORE REPORT: As a reminder, if your native language is not English, official English proficiency test scores must be uploaded in this section and submitted with the application. This requirement is waived for applicants who studied for at least two years in an English-speaking program at an undergraduate or graduate level. Acceptable tests and minimum scores are: TOEFL (iBT) 100, TOEFL (PBT) 600, or IELTS 7. As mentioned in the Language Proficiency section, we understand that many testing centers have temporarily closed due to COVID-19. This year we will accept English language proficiency exam score reports with expiry year 2019.

ELECTRONIC SIGNATURE: By submitting your application, you certify that all the information you provided in response to the questions on this form, including information contained in any supplemental material submitted, is complete and accurate; and that the essay questions you submitted are your own work, and all factual representations made therein are true and correct. Once you are ready to submit your application, please acknowledge your understanding of the terms for final application submission by providing your electronic signature. Note that all submissions are final, and you are unable to withdraw an application for any further edits. An electronic signature involves typing your full name and date of submission in the required field.

UPLOAD PAGE

There is a 20MB size limitation per attachment. You are required to upload all files in the .PDF format for all essays, resume, transcripts and test scores attachments.

You must use this underline exact naming convention for your essays and other documents:
LastName_FirstName_Leadership
LastName_FirstName_StatementofPurpose
LastName_FirstName_ShortAnswer
LastName_FirstName_Transcripts
LastName_FirstName_ResumeCV

TRANSCRIPTS: As mentioned in the Education section, you are required to scan and upload official transcripts for each degree-granting post-secondary education institution you attended. Your transcript

must include your full name, institution name, and, if applicable, include the degree conferred and the conferral date. We do not require study abroad transcripts if those credits are included on your transcript.

For transcripts not in English, you must provide accurate and complete translations for these documents along with the original transcript. We accept translations issued by the institution or a translating service. For information on qualified translators in your area, refer to the American Translators Association (www.atanet.org) or another recognized translation service such as University Language Services (www.universitylanguage.com).

Combine all transcripts (for degree-granting undergraduate and graduate programs) and translations into one file before uploading. Ensure the transcript file is not password-protected and can be opened by the selection committee. If your transcript file is inaccessible, your application is deemed incomplete and will not be reviewed. For applicants who are offered and accept admission, final hard copy of your transcripts will be required prior to the start of the program.

RESUME/CURRICULUM VITAE (Maximum 2 Pages): Upload a current version of your resume or CV to this section.

Remember all uploads are required to be in .PDF format