

## APPLICATION INSTRUCTIONS

**WELCOME:** **Deadline is September 26, 2019 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. We strongly urge you to submit your application up to two weeks in advance.

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. 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: <http://schwarzmanscholars.org/admissions/eligibility/>

FAQ: <http://schwarzmanscholars.org/admissions/faq/>

Technical Support: [apptech@schwarzmanscholars.org](mailto:apptech@schwarzmanscholars.org)

**PERSONAL INFORMATION:** In this section, you will provide biographical and contact information. You should 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 international travel may be required to participate in the interview process. The interview component of the selection process is required for all selected candidates, and there will not be sufficient time to secure a passport between when interview invitations are sent (mid-October) and the interviews themselves (late October/early November in Bangkok, London, or New York). A valid passport is required for international travel. Schwarzman Scholars does not offer assistance obtaining a valid passport.

**BIOGRAPHICAL PROFILE:** There are three questions in this section that ask more about you. First, you are asked to summarize in 100 words your main leadership accomplishments in academics, extracurricular activities, and professional experience. This question is a required field. The text will be used throughout the selection process and on the Schwarzman Scholars website if you are selected for the program. For reference, review profiles of selected scholars at [www.schwarzmanscholars.org/scholars](http://www.schwarzmanscholars.org/scholars). Second, we ask that you include a professional online profile, for example from LinkedIn or your current employer bio page. If you do not have one, you may leave it blank. Finally, if you are a reapplicant, answer the third question explaining what has changed in your profile and how your application differs from your previous application(s). 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. 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. Before typing this in, please be sure you have searched the name of your university in English and your native language. Ensure that you check the box labeled “undergraduate institution” only next to the institution that awarded or will award your undergraduate degree. If you are currently enrolled, you must enter the anticipated date your degree will be awarded. You will also be required to upload copies of official university/college transcripts. If your transcripts are in a language other than English, certified English translations must accompany these documents. We accept translations issued by the institution or a professional translating service. For information on qualified translators in your area, please contact the American Translators Association ([www.atanet.org](http://www.atanet.org)) or another recognized translation service such as University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)).

**GRADE POINT AVERAGE/CLASS RANK:** Most universities provide a numerical 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”) please input zero and enter the text description (for example “first-class honors”) 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 U.S.-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 the Schwarzman Scholars program, 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 (language spoken at home) 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 (TOEFL or IELTS) and provide the date of the exam and your scores. Note that English proficiency exams are only valid for two years. In addition to listing your scores in this section, you must also upload your examinee score report in the Additional Information section of the application. Minimum Score Requirements:

TOEFL iBT: 100  
TOEFL PBT: 600  
IELTS: 7

**PROFESSIONAL EXPERIENCE:** In this section you will be asked to select a category that categorizes your experience as Student, Business, Government, etc. If you are a student and have no full-time, post-graduation employment, please select Student. For young professionals with full-time, post-graduation work experience, select the category most relevant to your employment. Then, list your two most recent full-time work experiences in chronological order, starting with the most recent. Please list part-time work, summer employment, internships, volunteer opportunities, or additional full-time work experiences (beyond the two most recent) on your resume/CV.

**EXPERIENCE ABROAD:** List 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.

Examples include: Academic – Semester abroad studying at University X in Spain; Volunteer – 8 weeks building homes in Peru with Organization Y; Professional – 1 year teaching English as a second language in Bangkok, Thailand.

**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.

For example: ABC Scholarship (University X) – 8/2018.

**DISCIPLINARY ACTION:** Indicate any academic or criminal disciplinary action taken against you and provide an explanation.

**RECOMMENDATIONS:** You will be asked to register three recommenders using their names and email addresses. Once you enter the email address and select “Invite” an invitation 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. Family members or relatives cannot be selected as recommenders. Recommenders will have to follow the instructions in the invitation to upload their letters. You are responsible for ensuring that the letter is submitted properly and by the deadline. We will not accept emailed or mailed letters or letters submitted by candidates.

Applicants, especially those who have already graduated, should select a mix of recommenders who can best speak to their current intellectual and leadership abilities. This is our suggested guidance:

Currently Enrolled Undergraduates:

- Two letters from professors who have taught them in the classroom and can speak to their academic abilities
- One letter addressing their leadership abilities (this can be from an employer, supervisor, mentor, faculty member, or other)

Graduate Students or Young Professionals:

- One academic letter from a professor who can speak to their academic abilities
- One letter of recommendation addressing their leadership abilities
- For the last letter, the applicant should choose a recommender who can provide a letter that best reflects their current profile as an applicant: a letter from an employer or mentor commenting on leadership abilities, another letter from a professor, or a letter from a contact in a university office (for example a fellowship or advising office) who knows you well.

**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 each essay are included on the application form. The short answer question (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.

### ADDITIONAL INFORMATION

**COMMENTS:** 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:** 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 test options are: TOEFL (iBT), TOEFL (PBT), or IELTS. Note that English proficiency exams are only valid for two years.

**VIDEO:** Provide a short video self-introduction of no more than 1 minute. Introduce yourself in any style or setting you think best conveys your interest 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 service that is readily accessible and provide the direct link to the page in the space provided. *Do NOT password protect the video.*

**SIGNATURE:** Once you are ready to submit your application, please acknowledge your understanding of the terms for final application submission by providing your electronic signature. Please 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 exact naming convention for your essays and other documents:

LastName\_FirstName\_Leadership  
LastName\_FirstName\_StatementofPurpose  
LastName\_FirstName\_Transcripts  
LastName\_FirstName\_ResumeCV



**TRANSCRIPTS:** As mentioned in the Education section, you are required to upload copies of official transcripts for your degree-granting post-secondary education. You will not need to have the paper copies of the transcripts unless you are offered and accept admission. If the transcripts are not in English, you will need to provide professional translations of these documents. For translation service resources, refer to the Education section above. Combine all transcripts (for degree-granting undergraduate and graduate programs) and translations into one file before uploading.

**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\*\***