



CCIS SCHOLARSHIP PROGRAM GUIDELINES

Member Institution Guidelines

- Eligibility is restricted to students from CCIS member institutions planning to attend a CCIS program. All applications and materials must be sent to the CCIS main office.
- CCIS member institutions are limited to one student nomination per term.
- The CCIS member who is nominating a student is responsible for determining the student's level of financial need. Members of the screening committee will assess all nominations based on merit only. Therefore, no documentation related to the student's financial need should be submitted with the nomination materials
- Nominations will be screened by a committee consisting of CCIS members.
- Disbursement of awards will be made to the sponsoring institution on behalf of the scholarship recipient.
- A member institution is eligible to receive one scholarship in a given academic year.

Applicant Guidelines

- **Nominees must have demonstrated financial need to their local study abroad office.** The scholarship must make the difference as to whether or not the student can study abroad.
- **Nominees must have demonstrated distinction or recognition** in either scholarship, leadership, or service to their campus or wider community (preferably all three).
- **Letter of Reference from CCIS campus representative.**
Only ONE letter of reference is required to be submitted with the nomination form. This letter is normally from the CCIS campus representative.
- **Statement of Purpose from Student:** A statement of purpose from the student being nominated is required and should be submitted with the nomination. It could be taken from the student's regular application to the program (if applicable), and should be 500 words or less. The student should discuss the study abroad opportunity, his/her goals, and how the scholarship will further those goals.
- **Requirement From Student Recipients Upon Return:** Students who receive a CCIS Scholarship will be asked to submit a report or other form of document at the end of their term abroad highlighting their experience overseas. These reports will be used for future marketing purposes. Failure on the part of the student to submit a report will jeopardize the member institution's eligibility to nominate students in the future. A short essay is acceptable.
- **If a student is awarded a CCIS scholarship,** it is required that they write a 50-100 word essay about their experience. The essay should include at least one picture from their trip abroad. This information will be used for the CCIS website and the CCIS Facebook page. Please send the essays and pictures to tom@ccisabroad.org within 15-30 days of returning to the U.S.

CCIS SCHOLARSHIP PROGRAM TIMELINE/ACADEMIC YEAR

Term:	Fall	Spring	Summer
Deadline for Nominations:		October 15, 2014	April 6, 2015
Notification:		November 17, 2014	May 4, 2015