



# PHI THETA KAPPA

## HONOR SOCIETY

2021-2022

# PTK Scholarship Application Overview

## Overview

The Phi Theta Kappa Scholarship Application contains access to nearly \$1 million in scholarship opportunities, over \$41 million in scholarships for All-State Academic Team members, as well as national and statewide recognition. Scholarships included on this application are: the All-USA/Coca-Cola Academic Team Programs, New Century Pathway program, Hites Transfer, Guistwhite, Tennessee Valley Authority STEM, GEICO Pathway to Completion Bachelor's and Associate's Degree programs, Oberndorf Lifeline to Completion Scholarships, as well as the Coca-Cola Leaders of Promise Scholarships, IPSLEI Public Safety & Fire Science Scholarships, Workforce Development programs, TEK Productions Scholarship, and several regional scholarships in Mississippi, Texas, South Carolina, Alabama, Florida and Tennessee.

Applicants will complete a quiz integrated into the application to determine eligibility. If a student is eligible for programs on this application, shared tabs will open for completion. If the quiz determines that a student is ineligible to apply, the scholarship application will remain locked. PTK members have an additional tab to report PTK activities that a non-member will not see.

Please note the following updates to PTK's Scholarship App:

The scholarship application is open from March until December. With one application, students are considered for most of PTK's internally administered scholarships. Gone are the days of separate applications for the fall and spring. **This is a dynamic application - it is the student's responsibility to keep the application updated so that eligibility for programs will remain relevant through the two closing dates (May 14<sup>th</sup> for spring programs, December 1<sup>st</sup> for fall programs).** This may include logging in periodically to update responses to writing prompts and updating information previously provided in tables and discussion questions, as well as uploading current transcripts and letters of recommendation.

**Students, advisors, and nominators should be aware that changing responses to the eligibility questions may change program eligibility, making a student eligible for additional programs or making them ineligible for programs for which they were previously eligible.** A student's application completion status may also be updated from Complete to Incomplete as additional tabs may be provided as additional programs become available.

- ❖ There are two application cycles. Deadline dates are posted throughout the application, and posted deadlines are directly connected to the programs that students have eligibility for. This application platform allows students to continually build upon their application throughout the year. Responses will not be cleared until the system closes for maintenance in December each year.
- ❖ The Essay Tab and Upload Tab have been replaced by a Spring App tab and a Fall App tab (available August 1<sup>st</sup>). Each application tab (Spring and Fall) contains the essay questions for those programs, as well as a slot to upload a letter of recommendation and a spring or fall transcript.
- ❖ Letter of Recommendation – Letters of recommendation are required for both spring and fall programs. Students are responsible for obtaining and uploading a current Letter of Recommendation for both the spring and fall tabs (if they are eligible for both spring and fall programs). Additional information about letters of recommendation is provided at the end of this document.
- ❖ Proof of Citizenship – Applicants are required to upload their proof of citizenship at the time of application. Forms of acceptable proof of citizenship can be accessed [here](#). All students will upload their proof of citizenship on the Applicant Info tab. Privacy concerns can be shared with the Scholarship team at [scholarships@ptk.org](mailto:scholarships@ptk.org).
- ❖ Workforce Tab – This tab is tailored to the unique experience of career-bound students. We have added a discussion question, transcript, and letter of recommendation upload to this section of the application. This tab is only visible to workforce (career-tech) students and includes questions that are more relevant to their interests and experiences.

# STUDENT ACCESS:

Students should login to the application with their PTK login at:

[bit.ly/PTKCompetitiveScholarships](https://bit.ly/PTKCompetitiveScholarships)

Throughout the year, you will notice banners with deadlines. If deadlines change throughout the year, they will be updated here. **Please refer to the correct deadlines on the PTK website.**

**APPLY NOW** buttons direct you to PTK Scholarship Application.

PTK's Scholarship Application is open year-round with two deadlines.

**Spring Programs:** Leaders of Promise, Oberndorf, IPSLEI, & Workforce Development Scholarships  
**Deadline: May 14, 2021, at 5pm CT**

**Fall Programs:** All-USA, New Century, Coca-Cola Academic Team, Guistwhite, Hites, Oberndorf, TEK, Workforce Development, & GEICO Scholarships  
**Deadline: December 1, 2021, at 5pm CT**

Log in to your application at the beginning of each semester to update your eligibility quiz and see if you are eligible for scholarships.

Apply Now

If a non-member does not have a PTK login, click 'Create a Guest Account' and follow the prompts to create an account. Non-members will receive an activation code when this process is complete.

If a PTK member has not yet received their PTK member number or login, please contact our Membership Department at **800.946.9995** rather than creating a non-member account to access the application. New members may also click the 'Contact Us' link on the sign in page:

PHI THETA KAPPA  
HONOR SOCIETY

SIGN IN

Username (Email Address) [Forgot Username?](#)

Password [Forgot Password?](#)

Sign In

Already a PTK Member and need help with your login? [Contact us](#)

Not a member and need access to Scholarships, Events, or Leadership Development Studies? [Create a Guest Account](#)

Need help? We have [answers](#). [Email us](#), or call **800.946.9995** between 8:30 am and 5:00 pm CT.

PHI THETA KAPPA  
HONOR SOCIETY

SIGN IN

Username (Email Address) [Forgot Username?](#)

Password [Forgot Password?](#)

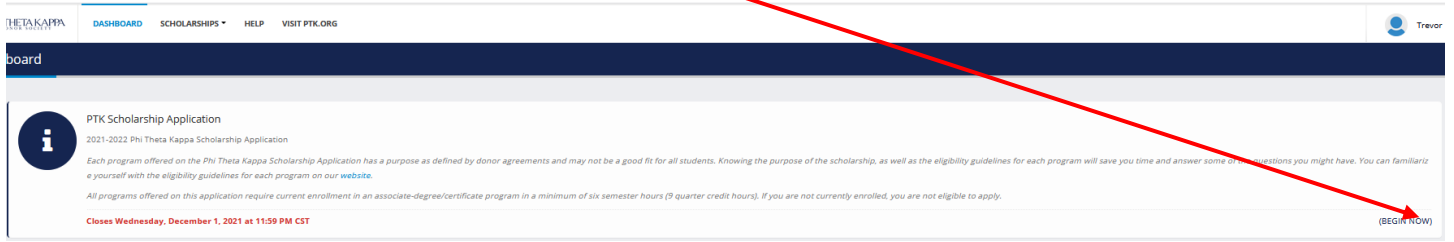
Sign In

Already a PTK Member and need help with your login? [Contact us](#)

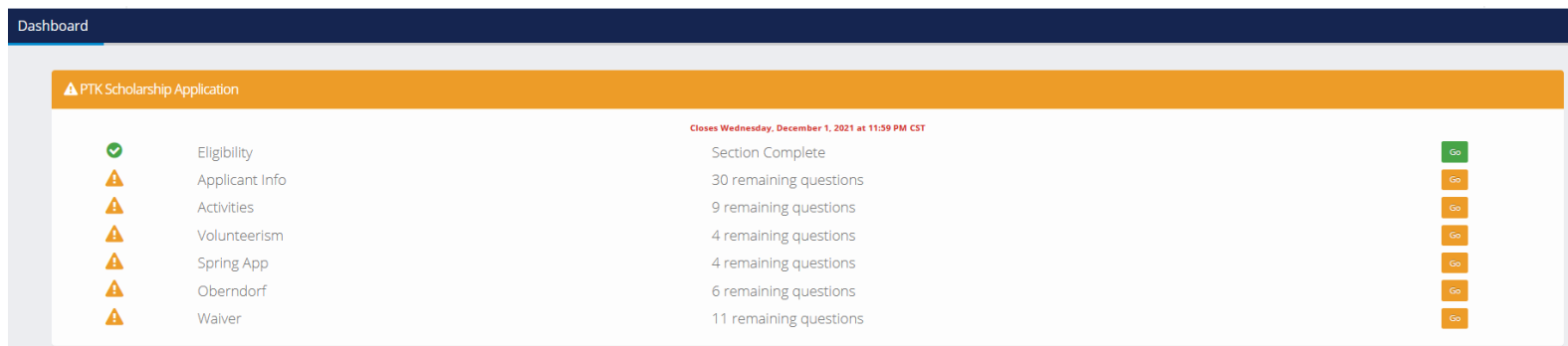
Not a member and need access to Scholarships, Events, or Leadership Development Studies? [Create a Guest Account](#)

Need help? We have [answers](#). [Email us](#), or call **800.946.9995** between 8:30 am and 5:00 pm CT.

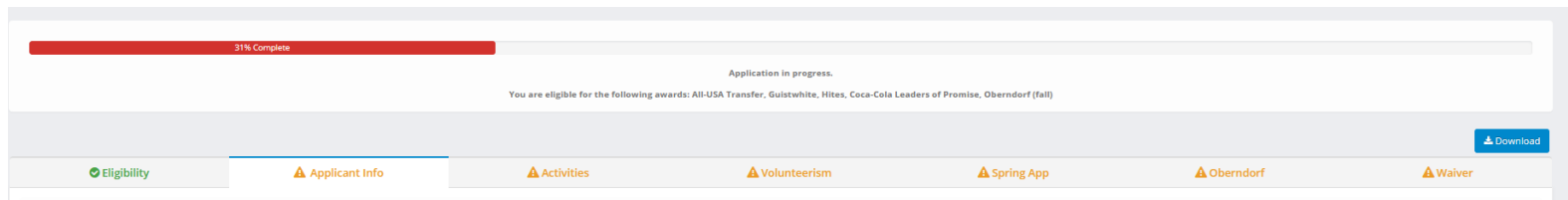
Students will see the following screen when logged in. Following an introductory paragraph, students will find the prompt to begin the application (lower right corner).



Once the student clicks ‘Begin Now’ and completes the eligibility quiz, the dashboard will become available. Eligible students will be able to work through sections at their own pace – no individual tab is locked down. The dashboard notifies the students in real-time of how many questions remain to complete each section. When the applicant begins the application, all section tabs are yellow. When the section is complete, the indicator tab will be displayed in green text, signifying a complete section. Throughout the application, green is an indication of completion, yellow is incomplete or in progress, and red signifies a problem or an incomplete/unanswered question.



There is a progress bar that follows the student through the application process. The progress bar displays the percentage of the application that has been completed in real-time. The progress bar also includes program eligibility. Each tab (or section) of the application carries the deadline dates for spring and fall programs.



**IMPORTANT CHANGE:** Students who have eligibility for Fall Programs will have ONE ADDITIONAL tab to complete, the Fall App tab, which will not become available for completion until August 1<sup>st</sup>. Any student with fall program eligibility will have an incomplete application until this tab becomes available for completion, even though the progress bar may indicate 100% and all visible tabs of the application are green. The Fall App tab houses the Significant Endeavor Essay, the centerpiece of the PTK Scholarship Application, along with an upload slot for a letter of recommendation specific to the essay and a current fall transcript. Students will be reminded of this situation throughout the application cycle and will receive an email when the tab becomes available for completion.

Students may also access the PTK Scholarship Application via PTK Connect. This internal scholarship application is not shared with four-year schools and does not constitute an application for any of the transfer scholarships listed in PTK Connect.

The screenshot shows the PTK Connect dashboard with a blue header that says "Welcome to PTK Connect". The dashboard is divided into two columns of white cards with blue icons. The left column contains: 1) "Review and update your transfer profile. Transfer Friendly Rating: 251 (UPDATE NOW)" with a star icon; 2) "Looking for recruits? Search Now (SEARCH NOW) Subscription Ends: December 31, 2030" with a group of people icon; 3) "Looking to transfer? Find Colleges (SEARCH NOW)" with a building icon; 4) "Looking for scholarships funded by PTK? Apply Now (APPLY NOW)" with a dollar sign icon. The right column contains: 1) "Add or update your scholarships. 1 (currently offered) (UPDATE NOW)" with a book icon; 2) "Looking for PTK Scholarships offered by 4-Year College Partners? Search Now (SEARCH NOW)" with a money icon; 3) "Looking for career pathways? Find Careers (SEARCH NOW)" with a magnifying glass icon. Two red arrows originate from the top center: one points to the "Apply Now" button in the bottom-left card, and the other points to the "Search Now" button in the middle-right card.

If you are about to transfer and are seeking transfer scholarships offered to our members by four-year schools, use the 'Search Now' function on the right hand side of the screen.

# Eligibility Quiz:

The Eligibility Quiz is the first tab of the application. The answers to these questions will determine which programs, if any, the student is eligible to apply for. The biggest issue preventing eligibility is not being enrolled in the appropriate type of coursework at the time of application. ***All programs offered on this application require students to be currently enrolled in an associate degree or certificate program in a minimum of six semester credit hours (9 quarter credit hours).*** Students also encounter eligibility issues when selecting their graduation and/or transfer date – please make sure that date progression makes sense. Citizenship status and GPA also play a role in program eligibility. Eligibility requirements for all programs are listed on the PTK website.

**Students seeking transfer scholarships for four-year schools are encouraged to visit PTK Connect as this scholarship application is not connected with those transfer opportunities.**

When the applicant has completed the Eligibility Quiz and clicks *Get Eligible Sections*, one of two things will happen:

1. Sections of the application will open (indicating eligibility). The progress bar will appear with program eligibility displayed below.

PTK Scholarship Application

31% Complete

Application in progress.

You are eligible for the following awards: All-USA Transfer, Guistwhite, Hites, Coca-Cola Leaders of Promise, Oberndorf (Fall)

Download

Eligibility Applicant Info Activities Volunteerism Spring App Oberndorf Waiver

Spring Deadline: Friday, May 14, 2021  
Leaders of Promise, Oberndorf, IPSLEI programs, and Workforce Development

Fall Deadline: Wednesday, December 1, 2021 (Fall App tab available 8/1/21)  
All USA, Guistwhite, Hites, Oberndorf, TEK, Workforce Development, and GEICO

2. No sections will open (indicating that the student is not eligible for any program). The Eligibility Quiz completion message will indicate ineligibility, and question responses causing ineligibility will be displayed in red for review.

Eligibility Quiz Complete.

You are not eligible for any awards. Please review the questions highlighted in red for accuracy, as they are contributing to your ineligibility for scholarship programs.

\* 1. Are you currently enrolled in a minimum of 6 semester (9 quarter) hours of college-level coursework?

No

\* 2. As of January 31, 2020, how many college-level semester credit hours did you have completed at a two-year college?

37-44

## Applicant Info:

The demographic data collected on this tab of the application is used to demonstrate to our scholarship partners and donors that scholarships make a difference in the lives of students. Not all demographic data is shown to judging panels and is not included in the scoring or selection of applications.

### College/Nominator Information:

**College/Campus** – The application portal no longer automatically pulls in a student's college/campus from our database. Students will self-select their college from the drop-down menu. If a student attends more than one campus, they should choose the campus that they attend 60% of the time. Self-identifying with the correct college/campus will allow the application to appear on the correct nominator's dashboard. Once a college/campus is selected on the Applicant Info tab, the nominator's contact information will be displayed after August 1<sup>st</sup>.

### Example:

|               |                     |         |
|---------------|---------------------|---------|
| ✔ Eligibility | ⚠ Applicant Profile | ✔ Essay |
|---------------|---------------------|---------|

\* Current Community / Two-Year College & Campus you are attending.

Hinds Community College, Raymond Campus, MS

The All-USA Nominator at your college is:

Amber Lee  
[amberlee@test.com](mailto:amberlee@test.com)  
(601)987-5501

If the applicant does not see their college/campus listed, contact the Scholarship Team at [scholarships@ptk.org](mailto:scholarships@ptk.org) to have the information updated in our system.

Nominators are a part of the All-USA Academic Team program, which comes online with the Fall App tab on August 1<sup>st</sup>. Nominators are able to see all applications tied to the campus(es) in which they are designated as the nominator and will be able to nominate up to 2 students per pathway (transfer and workforce) per college campus. If nominators do not see a student that has started the application on their dashboard, students should check the college selected on their application. Students should ensure that they have not altered a response to the Eligibility Quiz, making them ineligible for the All-USA program. **Nominators are not needed for any of the spring application programs with a deadline of May 14<sup>th</sup>.**

## Citizenship Status:

All scholarships included on Phi Theta Kappa's Scholarship Application are open to students with a variety of citizenship statuses, and applicants are required to provide proof of citizenship documentation. Citizenship status guidelines are provided below per scholarship program:

- **All-USA Academic Team, New Century Pathway Scholarships, Guistwhite, Hites, TEK Production, and Pacific Region Transfer Scholarships** allow for US Citizens/Nationals, US Permanent Residents, Temporary Residents, International Students attending US College with an F-1 Visa, PTK members enrolled in associate degree programs in Canada, PTK members enrolled in associate degree programs in a sovereign nation where a PTK chapter exists, Asylees, Cuban-Haitian Entrants, Humanitarian Parolees, and Refugee citizenship statuses.
- **Tennessee Valley Authority, Trustmark Workforce Development, and PTK Workforce Development Scholarships** allow for US Citizens/Nationals and US Permanent Resident citizenship statuses - generally following the same citizenship guidelines as the federal government in awarding student aid.
- **Coca-Cola Academic Team, Coca-Cola Leaders of Promise, and Dr. Mary Hood Texas Region Scholarships** allow for US Citizens/Nationals, US Permanent Residents, Asylees, Cuban-Haitian Entrants, Humanitarian Parolees, and Refugee citizenship statuses.
- **Global Leaders of Promise Scholarships, Richard L. Resurreccion, and Ronny J. Coleman Scholarships** allow US Citizens/Nationals, Temporary Residents, International Students, and students who are members of PTK chapters outside of the United States to apply.
- **GEICO Pathway to Completion Scholarships and Oberndorf Lifeline to Completion Scholarships** are open to all citizenship statuses and undocumented students.
- **Phi Theta Kappa members attending a non-US college where a Phi Theta Kappa chapter exists** must hold permanent or temporary residency in the country of the college that is nominating.
- **Participating All-State Programs** may accept nominees with varying citizenship statuses. Citizenship Eligibility noted within the application pertains to scholarships directly administered by Phi Theta Kappa and **does not** confer, suggest, or imply citizenship eligibility for scholarships administered through All-State Academic Team Programs, which are administered and awarded by the respective state. For more information about the citizenship statuses accepted for All-State Programs, [contact](#) your All-State Coordinator.

Applicants are required to upload proof of citizenship documentation on the Applicant Profile tab. For a listing of acceptable forms of citizenship documentation and scholarship citizenship guidelines, click on the [Citizenship Documentation article](#) in our Support Library. For questions regarding acceptable citizenship documentation, contact the Scholarship Department via email at [scholarships@ptk.org](mailto:scholarships@ptk.org).

A ['Special Circumstances'](#) text box is included on this tab to allow the student to explain personal situations or information not elicited elsewhere in the application.



## Activities Tab: (formerly known as the PTK Tab, is only visible to PTK members) If visible, this tab is required.

This tab collects information on Phi Theta Kappa activities for PTK Members. If the student is not a PTK member, this tab will not open on the application. This information is NOT required for All-USA nominees but will be included for informational purposes. The table used to collect PTK activities has been removed, and students should consider using the 'Volunteerism' table to express involvement in PTK activities. Links and photos should not be included in any table or discussion question response. Applicants with strong scholarship entries will likely have information completed in each section and will have written an impactful response to the discussion question.

Additional information collected on this tab:

1. A statement describing their membership/involvement in PTK
2. How many total hours per week are spent engaged in PTK Activities
3. **Phi Theta Kappa Impact** – Students may write about their involvement in the chapter's HIA project, the chapter's College Project, an activity they led or participated in, a leadership role they sought out or accepted, any initiatives they may have been responsible for or other event that was meaningful to them. If a student is new to PTK, they should articulate what they hope to gain from membership.
4. Chapter Activities students routinely participate in
5. Leadership Positions held within PTK
6. Advisor Contact Information (this platform DOES NOT send any documents, assessments, or links to the advisor for completion). This is merely for verification purposes during judging and selection.

|             |                |            |              |       |        |        |
|-------------|----------------|------------|--------------|-------|--------|--------|
| Eligibility | Applicant Info | Activities | Volunteerism | Essay | Upload | Waiver |
|-------------|----------------|------------|--------------|-------|--------|--------|

\* Select the statement that best describes your PTK membership/involvement.

I just accepted membership but haven't become involved yet

\* How many total hours per week do you spend engaged in PTK Activities?

0

\* Discuss the impact of your PTK membership. – You may write about your involvement in your chapter's HIA project, your chapter's College Project, an activity you led or participated in, a leadership role you sought out or accepted, any initiatives you may have been responsible for or other event that was meaningful to you. If you are new to PTK, articulate what you hope to gain from your membership. Do not include web links or photos.

## Volunteerism Tab:

This tab has been expanded to include a short discussion question on volunteerism, leadership experience in PTK and other campus organizations, and five unpaid activities students have participated in since beginning college. One important change is the ranking of these activities – students should pay attention to how they rank the activities. Information collected for all activities (campus and community) will be in table format. Applicants with strong scholarship entries will likely have information completed in each row within the table.

\* It has been said that a great leader will have the passion to lead, not just the ability. What has your current involvement in volunteerism taught you about your passion for leadership?

This field is required.

You may enter up to 250 more words.

\* Do you have any campus/community activities to include?

select

This field is required.

**VOLUNTEER ACTIVITIES**

Rank the top three volunteer (unpaid) campus or community activities which you have participated in since enrolling in college. Do not include activities listed in the other sections (such as outside obligations, PTK activities, etc.), web links or photos. If activities are listed in this section, you must provide ALL information requested.

| Leadership Position Held? If yes. | Phi Theta Kappa | Describe Participation, Activities, Duties and Impact (100 words) |
|-----------------------------------|-----------------|---|
|                                   |                 |   |

## Fall App Tab:

**PLEASE NOTE that the Fall App tab is not available for completion until August 1<sup>st</sup>. Any student with fall program eligibility will have an incomplete application until this tab becomes available for completion. This tab houses the Significant Endeavor Essay, the centerpiece of the PTK Scholarship Application.**

The significant endeavor essay is required to be considered for many of the programs on the PTK Scholarship Application. The scholarship team at PTK has provide additional information about what judges are looking for in an endeavor, as well as some prompts to consider when selecting and writing this essay. Competitive applicants will write to the maximum word count and will have others proofread for spelling, formatting, and grammatical errors – all of which impact a student’s overall score in this national competition. Additional tips to help students strengthen their essay are provided in the Support Library at [support.ptk.org](http://support.ptk.org).

We have provided upload slots for a current letter of recommendation (that speaks expressly to the essay on this section of the application), as well as a current transcript (grades and GPA current as of July 31, 2021).

## Spring App Tab:

**This tab houses discussion questions for the spring programs.** Although the significant endeavor essay is required to be considered for many of the fall programs on the PTK Scholarship Application, spring programs have a different focus, and we have created discussion questions to speak to these particular programs. The scholarship team at PTK has provided additional information about what judges are looking for in spring applicants, as well as some prompts to consider when answering these discussion questions. Competitive applicants will write to the maximum word count and will have others proofread for spelling, formatting, and grammatical errors – all of which impact a student’s overall score in the national competition. Additional tips to help students strengthen their essay are provided in the Support Library at [support.ptk.org](http://support.ptk.org).

The spring tab houses upload slots for a current letter of recommendation (that speaks expressly to leadership skills, accomplishments, and characteristics not elicited elsewhere in the application). There is also an upload slot for a current transcript (grades and GPA current as of January 31, 2021).

## Oberndorf Tab:

The Oberndorf Tab contains information that is shared with judges to select those students who have financial need and are seeking assistance with the completion of the college credential, associate degree, or certificate. The unanticipated event that has caused the student to seek this assistance must have taken place within the last six (6) months before the application period deadline and must be defined and discussed on this tab.

The screenshot shows the Oberndorf Tab application form. At the top, there is a navigation bar with tabs for Eligibility, Applicant Profile, Activities, Volunteerism, Essay, Oberndorf (selected), Upload, and Waiver. Below the navigation bar, the purpose of the Oberndorf Lifeline to Completion Scholarship is explained: to assist Phi Theta Kappa members in overcoming unanticipated financial barriers resulting in an educational hardship within the past 6 months, which could prevent the completion of a college credential, an associate degree, or certificate while enrolled in college.

The form contains the following fields:

- A dropdown menu with the text "select" and a downward arrow. Below it, the text "This field is required." is displayed.
- A date field with a calendar icon and the text "Date Event Occurred:". Below it, the text "This field is required." is displayed.
- A text area with the prompt: "Define and discuss the unanticipated event that has presented the financial barrier that you are currently facing." followed by a blue question mark icon.

## Workforce Tab:

Introduced on the PTK Scholarship Application in Fall 2019, this tab contains information expressly for CTE/workforce-bound applicants/nominees and is only visible by eligible students. We realize that CTE/workforce students have a different set of goals and experiences, and we have endeavored to collect information that is relevant to that unique experience. A new discussion question has been added to this section, along with upload slots for relevant letters of recommendation and a current transcript.

Workforce applicant questions focus on:

- Current major
- Industry certifications
- Career/technical student organizations
- Internships, co-ops, or work experiences
- Extracurricular activities and volunteerism in the community or on campus
- Educational and occupational goals

\*What is your current major?  
CULINARY ARTS

\*What is your occupational goal?  
Pastry Chef

List any industry certifications that you have earned or are currently pursuing. Include estimated cost of your certification(s).

|   | Certification Name | Status & Dates | Certification Exam Cost |
|---|--------------------|----------------|-------------------------|
| 1 | none               | select         | \$ 0.00                 |
| 2 |                    | select         | \$ 0.00                 |

## Upload Tab: NO LONGER A PART OF THE APPLICATION

Information once captured on the Upload Tab is now being captured on other tabs throughout the application in an attempt to have students submit relevant letters of recommendation and transcripts for the programs they are eligible for.

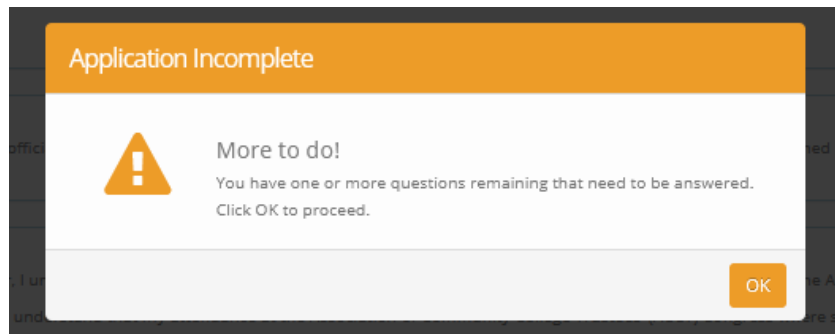
## Waiver Tab:

The waiver questions have been split up into smaller statements for ease of understanding. Required questions are indicated with a red asterisk. Only one (1) question is optional.

We encourage applicants to download and save/print their scholarship application before submission so they can reference their work after the final deadline. The Download button resides at the top-right of every screen within the application. Clicking the download button creates a PDF copy of the application for the student to save/print. Applicants are encouraged to print a blank application after they have completed the eligibility quiz if they want to work on the application away from their computer.

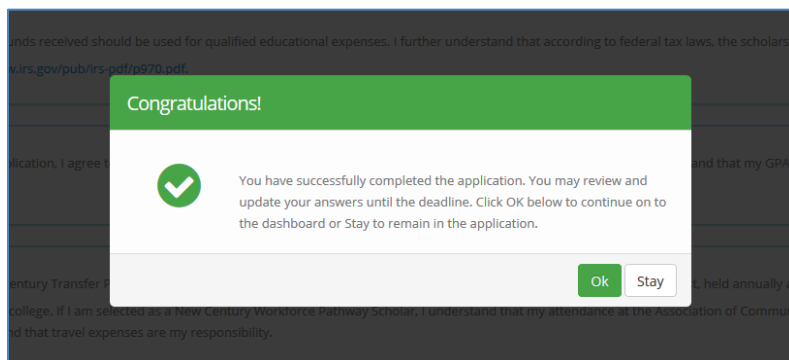
**There is no “Submit” button provided, and students are not required to follow a formal submission process to complete the application process. A student’s application is considered complete when all tabs of the application have green checkmarks. All completed applications are accepted into competition for any program that the student holds eligibility for. Applications are collected immediately after the posted deadline day/time.**

The application does provide for a “Finish” button to be clicked from the Waiver tab. Students who click the “Finish” button before the application is complete will see an Incomplete Application message:



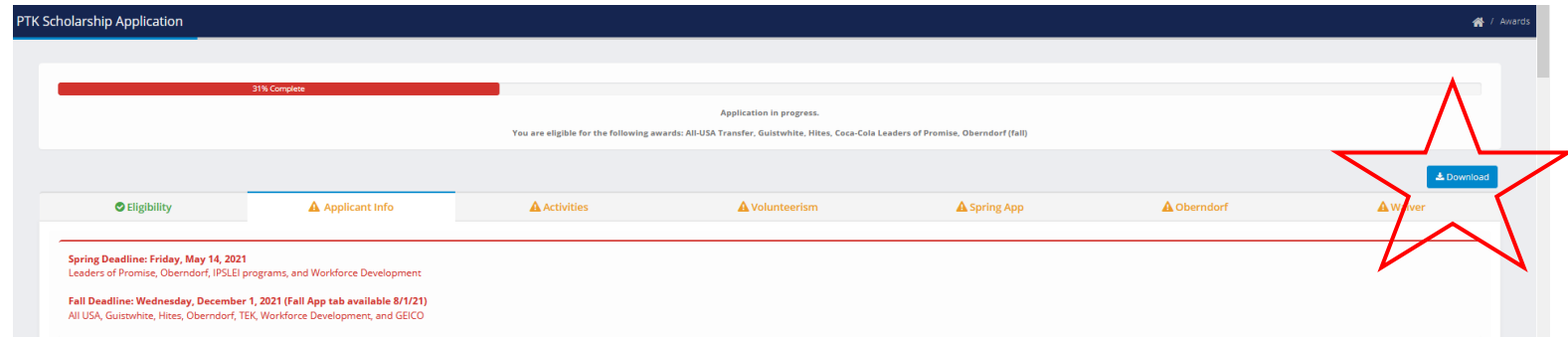
Clicking the “Finish” button before an application is complete will not negatively impact the applicant. Continue with completion and click “Finish” once the application is complete. Applicants do not need to call or email to inform us of an incomplete application submission.

**Students with a completed application will see the following message when they click the “Finish” button.** The Scholarship Team cannot replicate or email this confirmation to students or advisors. Students may continue to edit their applications even after clicking the “Finish” button. Applications are available until 5:00pm CST on the posted deadline day.

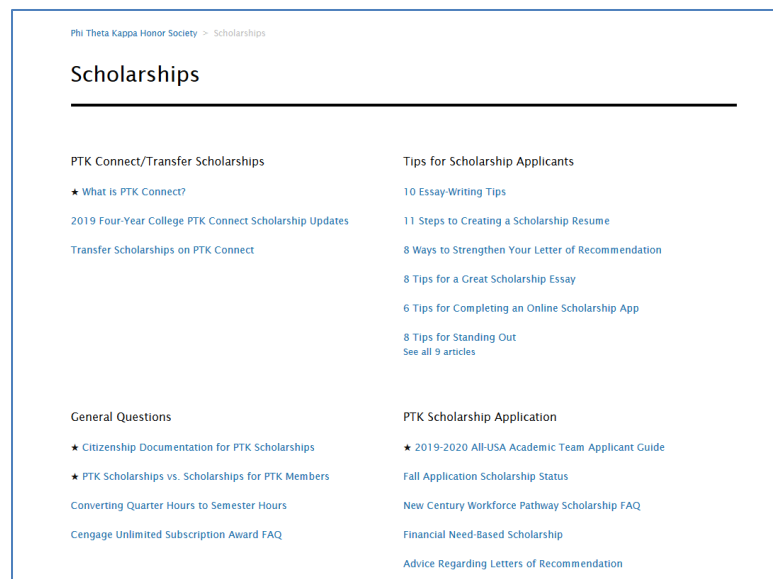


# Hints and Tips

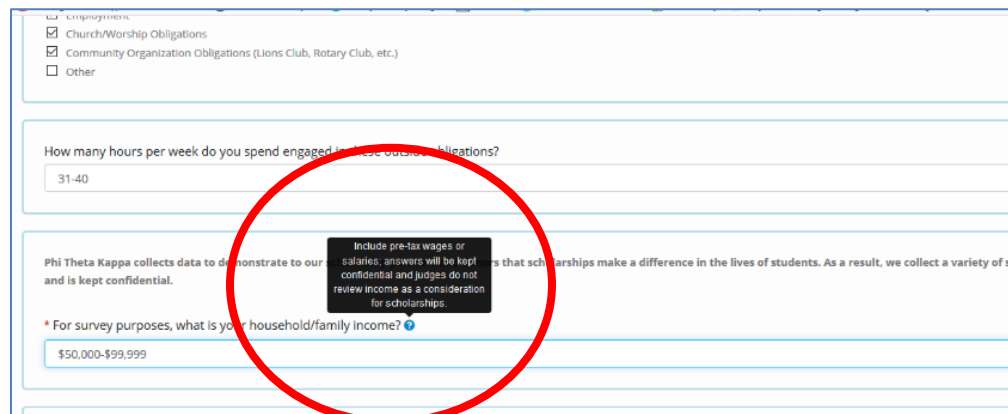
Students can use the download button on the right-hand side of the application to download a PDF copy of the application at any time during the application process. We encourage students to obtain this PDF early in the process so that they can reference questions, activities, and documents needed to aid them in the completion process. **Applicants are encouraged to type biographies, essays, and discussion question responses in Notepad or Word to copy/paste into the application.**



Articles and webinars have been prepared to assist students in completing this application. These articles are referenced on the application and may be accessed in our [Support Library](#). Webinars will be posted as they are created and recorded.



Tool tips are provided to students throughout the application. These tool tips contain additional writing prompts and hints, which we encourage the students to use. **To access the tip, simply hover over the question mark.** Clicking the question mark does not force the prompt to display.



## **Letters of Recommendation are required for all programs on the Spring App, Fall App, and Workforce tabs.**

Upload slots are provided on each for relevant letters to be uploaded. Students are being given several choices with regard to the letter of recommendation upload:

- Students may indicate that the letter is included and upload the document. This is the option that awards the most scoring points for this action. Students with relevant letters have much more competitive scholarship applications and may receive higher points from judging panels.
- Students may indicate they do not have a letter to upload. This option completes the upload for that particular program, but does cause scoring points to be deducted, making the student's application less competitive in the selection process.
- Students may indicate that their recommender will email the letter of recommendation directly to the Scholarship team at PTK. This selection also completes the upload for the tab, but in the event that the letter is not received, scoring points will be deducted, making the application less competitive in the selection process.

Requesting the letters of recommendation remains the responsibility of the student. The student's letter of recommendation gives the judges an expanded picture of the applicant's leadership accomplishments as well as civic involvement. Letters of recommendation that have been requested by the applicant via the Phi Theta Kappa website are not acceptable and will not be considered.

**For associate degree seeking students eligible for Spring programs (with a May 14<sup>th</sup> deadline),** the letter should speak to the student's leadership skills or potential, accomplishments, and characteristics not elicited elsewhere in the student's application. The letter should showcase leadership potential and provide specific examples of leadership abilities or personal characteristics that demonstrate that leadership potential. It is recommended that students provide the recommender with a copy of the completed rough draft application to help provide a stronger reference that includes details that student may have omitted or provide insights about the student that they have not yet identified.

**For transfer-bound students (with a December 1<sup>st</sup> deadline),** the recommendation should speak to leadership and should showcase specific examples of how a student has demonstrated leadership abilities, service involvement, and impact outside the classroom. We encourage students to provide the recommender with a copy of the essay from the application. The letter should be completed by a college faculty member, administrator, dean, or an employer or professional at an organization where the student has volunteered. This recommendation should specifically address the leadership example discussed in the "significant endeavor" essay. Failure to provide a leadership example and commentary on the essay response may make the scholarship application less competitive.

**For CTE/workforce-bound (career-tech) students,** the recommendation letter should be completed by a college faculty member, administrator, dean, or employer who can address the skills they have demonstrated in classes or trainings and the potential they have to make an impact within their chosen career field.

Additional information about letters of recommendation can be found in the [PTK Support Library](#).

### **Citizenship Upload Instructions**

The citizenship document is collected on the Applicant Info tab. Students will need to obtain a digital copy or scan a hard copy of the appropriate citizenship document to submit in the online application. Acceptable file formats for upload include pdf, doc, docx, jpg, or txt files. All other file types will not upload, and the file will need to be converted before uploading. Maximum upload size is 4MB. **Social Security cards, state-issued Driver's Licenses, State IDs, and Student IDs are NOT acceptable forms of documentation and should not be included.**

Students who are uncomfortable providing this document should contact the Scholarship team to request a placeholder. Students who do not provide citizenship documents for review are still eligible to be selected as semi-finalists for any program; however, if they do not provide the document at the request of the Scholarship team, they may be removed from the competition at that time. Options are available to address privacy concerns, and these are handled on a case-by-case basis by the Scholarship team.

### **Transcript Upload Instructions**

For each applicable tab (Spring App, Fall App, Workforce), the student is to attach unofficial transcript(s) from ALL colleges they have attended, even if they are no longer attending that college. Transcripts are used to verify GPA and completed college-level credits. If the student needs to upload more than one transcript, combine (scan) all transcripts into one document for upload. Transcripts should be current and should be kept updated throughout the entire application cycle. We encourage students to upload current transcripts on each tab as uploading outdated transcripts will cause points to be deducted during the scoring process.

**Questions?** Email [scholarships@ptk.org](mailto:scholarships@ptk.org)