



PHI THETA KAPPA
HONOR SOCIETY

2022-2023

PTK Scholarship Application Overview

Phi Theta Kappa
Scholarship Department
scholarships@ptk.org

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, 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 CTE 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 January until December. With one application, students are considered for most of PTK's internally administered scholarships at the time they are available. **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 16th for spring programs, December 1st 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 on the eligibility quiz may change program eligibility, making a student eligible for additional programs or making them ineligible for programs for which they were previously eligible.

- ❖ 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.
- ❖ Both the Spring and Fall Program tabs contain appropriate essay and discussion questions, as well as a slot to upload a letter of recommendation and a current transcript. *Note that the Fall Program tab will only display after July 1st.
- ❖ Letter of Recommendation – Letters of recommendation are required for all programs. Students are responsible for obtaining and uploading a current Letter of Recommendation. 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.
- ❖ Workforce Tab – This tab is tailored to the unique experience of career-bound students. Discussion questions, transcript, and a letter of recommendation are required in 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:

<https://www.ptk.org/scholarships/>

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.**

The **APPLY NOW** button directs you to PTK Scholarship Application.

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

Apply Now

Spring Programs – Deadline has passed.

- Leaders of Promise
- Oberndorf
- IPSLEI
- Workforce Development Scholarships

Fall Programs – Deadline: December 1, 2022.

- All-USA
- New Century
- Coca-Cola Academic Team
- Guistwhite
- Hites
- Oberndorf
- TEK
- Workforce Development

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

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
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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.

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Sign In

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

Password [Forgot Password?](#)

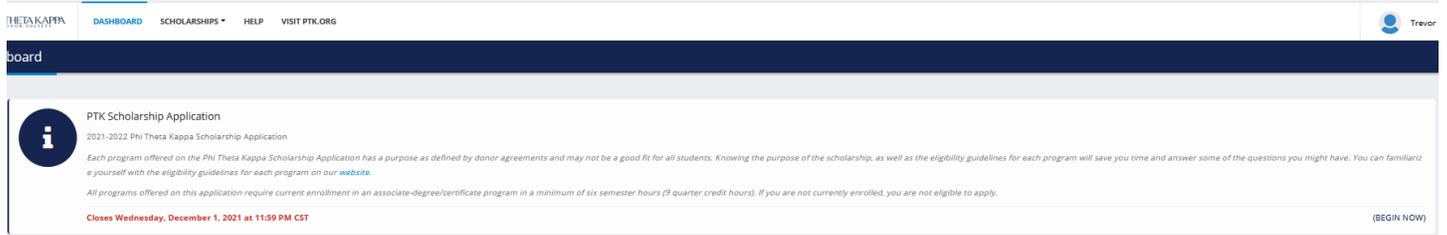
Sign In

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

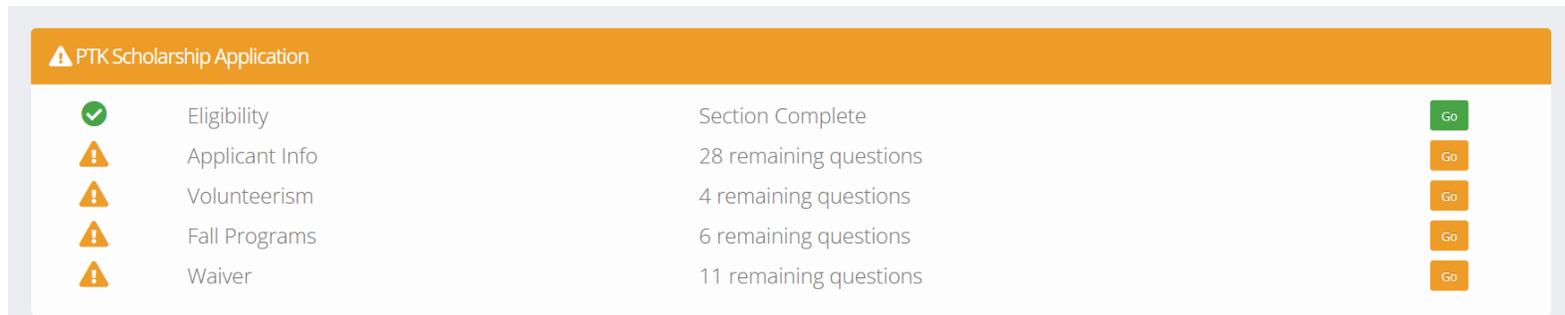
Not a member and need access to Scholarships, Events, or Leadership Development Studies? [Create a Guest Account.](#)

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

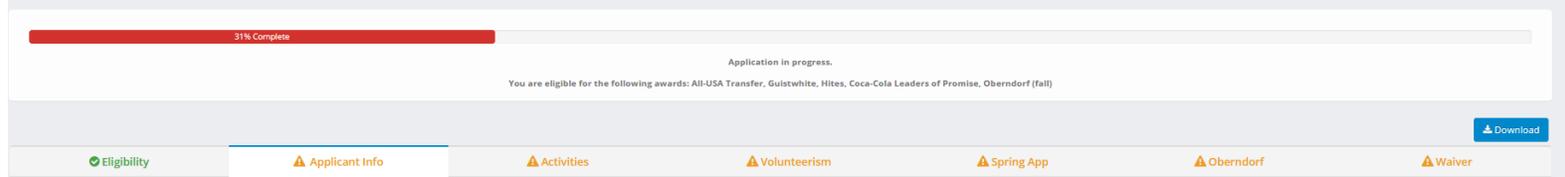
Students will see the following screen when logged in. Following an introductory paragraph, students will find the prompt to begin the application (lower right corner).



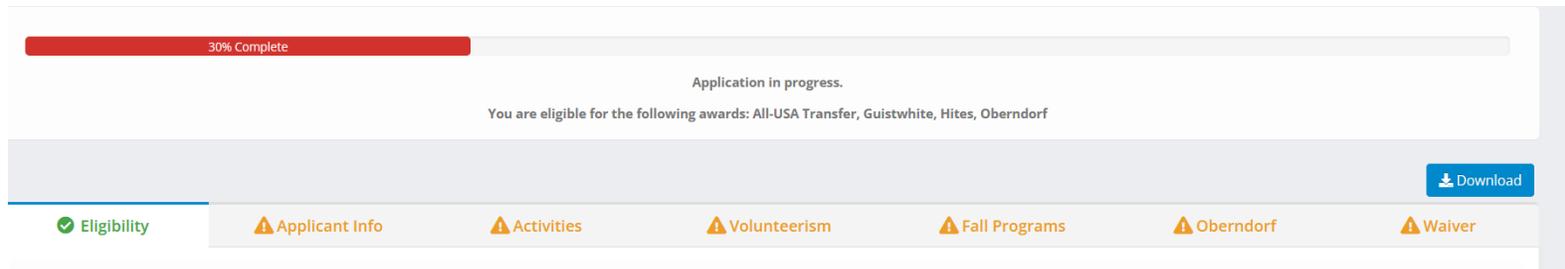
Once the student clicks ‘Begin Now’ and completes the eligibility quiz, the dashboard will become available. Eligible students will be able to work through sections at their own pace – no individual tab is locked down. The dashboard notifies the students in real-time of how many questions remain to complete 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 Programs tab, which becomes available for completion July 1st. 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 Program 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.



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. 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.

* 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

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.

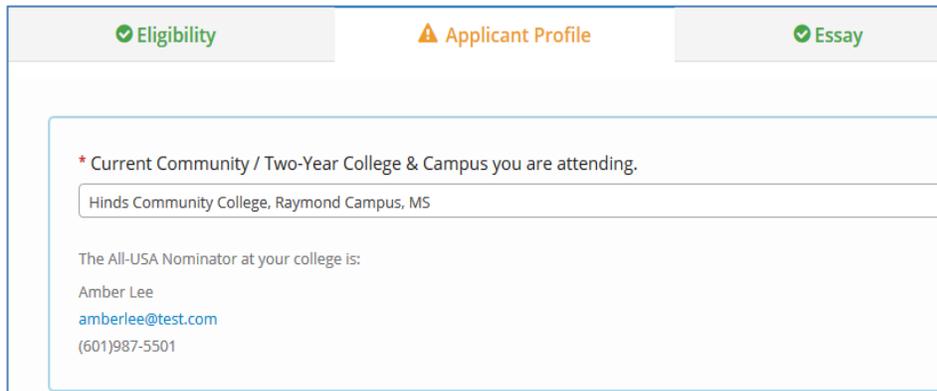
Applicant Info:

The demographic information requested on this tab is collected 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 –Students 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 July 1st.

Example:



The screenshot shows a web interface with three tabs: 'Eligibility' (checked), 'Applicant Profile' (active), and 'Essay' (checked). Below the tabs, there is a dropdown menu for selecting the college/campus, with the text '* Current Community / Two-Year College & Campus you are attending.' and the selected value 'Hinds Community College, Raymond Campus, MS'. Below the dropdown, the text 'The All-USA Nominator at your college is:' is followed by the contact information for Amber Lee: 'Amber Lee', 'amberlee@test.com', and '(601)987-5501'.

If the applicant does not see their college/campus listed, contact the Scholarship Team at 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 Programs tab on July 1st. Nominators 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 16th.**

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, Gordan Graham 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.
- **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 Info 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.

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: (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. Total hours per week 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
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* 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 Programs Tab:

PLEASE NOTE that the Fall Programs tab becomes available for completion July 1st. Any student with fall program eligibility will have an incomplete application until this section is completed. 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 provided additional information about what judges are looking for in an endeavor, as well as some prompts to consider when selecting and writing this essay. The essay question will be answered in four parts as indicated by the writing prompts. 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.

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, 2022).

Spring Programs 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. 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.

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, 2022).

Workforce Tab:

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

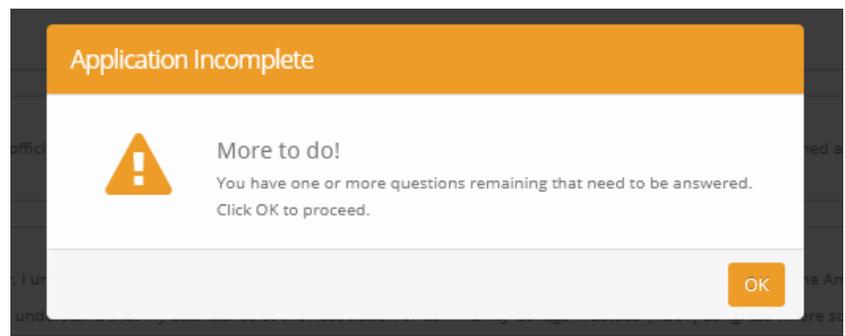
Waiver Tab:

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.

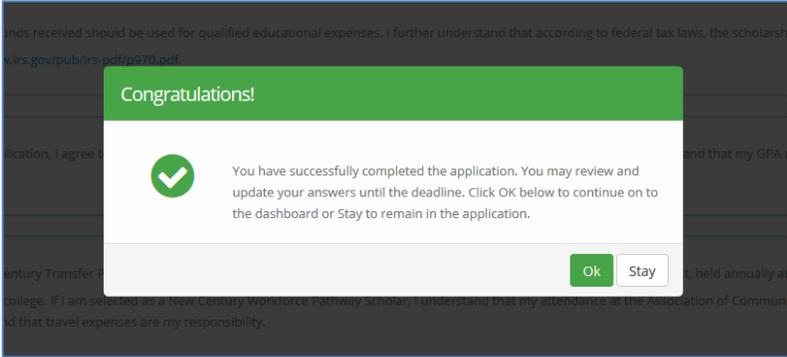
While there is a “Submit” button provided on the Waiver tab, students are not required to follow a formal submission process to complete the application process. A student’s application is considered complete when all tabs of the application have green checkmarks. All completed applications are accepted into competition for any program that the student holds eligibility for. Applications are collected immediately after the posted deadline day/time.

If a student does click the “Submit” button on the Waiver tab before the application is complete, they will see an Incomplete Application message:



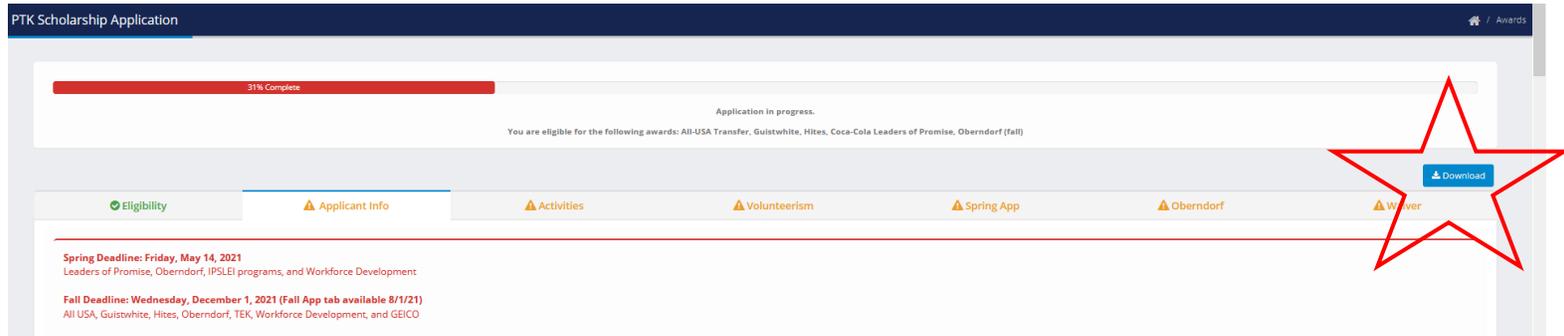
Clicking the “Submit” button before an application is complete will not negatively impact the applicant. Continue with completion and click “Submit” once the application is complete. Applicants do not need to call or email to inform us of an incomplete application submission.

Students with a completed application will see the following message when they click the “Submit” 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 “Submit” button. Applications are available until 5:00pm CST on the posted deadline day.

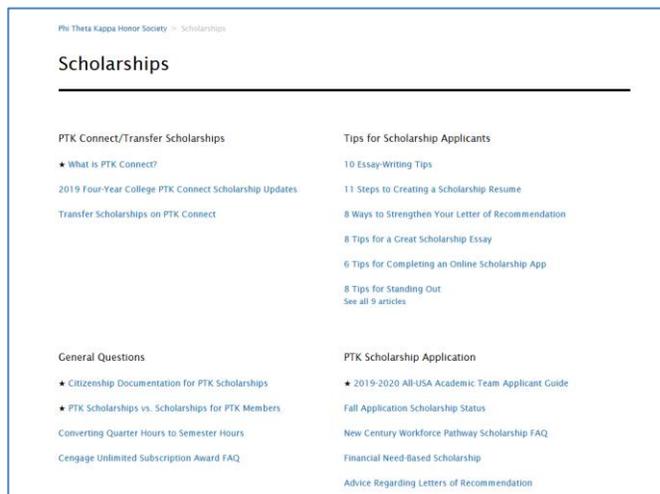


Hints and Tips

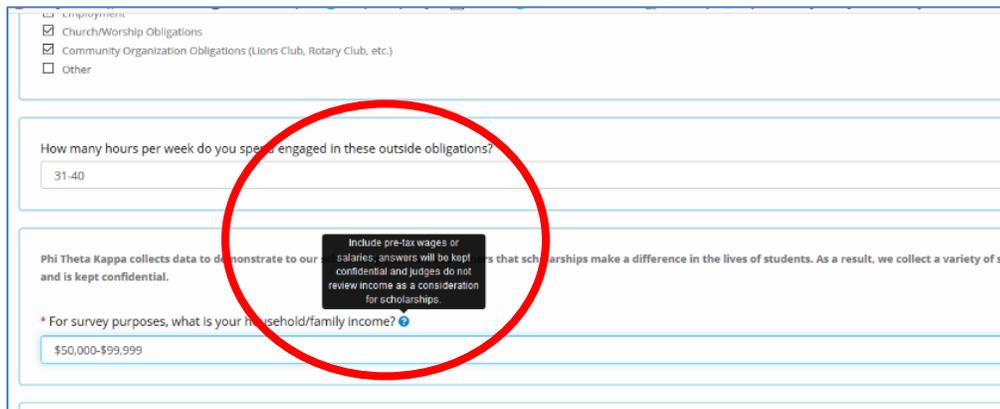
Students can use the download button on the right-hand side of the application to download a PDF copy of the application at any time during the application process. We encourage students to obtain this PDF early in the process so that they can reference questions, activities, and documents needed to 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. 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:

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 16th 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 1st 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 Programs, Fall Programs, 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.