

2020 Alpha Chi National Scholarship Competition

Applicant Instructions

Access the new scholarship application portal here: AlphaChiScholarships.smapply.io

The deadline for submitting your completed application is February 15, 2020.

You'll need to register on the site, and then check your email for the link to verify/confirm your email address. Once you have done so, log in to the site and click "View Programs." Fill out the eligibility profile to determine the competition you qualify for. Click "more" to review the program for which you're eligible. Click "apply" and follow the prompts to name and create your scholarship application.

Once you create your application, you'll be brought to your application dashboard where you can see the status of each task you should complete.

The screenshot shows a user's application dashboard. On the left, a progress bar indicates "0 of 4 tasks complete" and a "REVIEW & SUBMIT" button. The main area shows the application title "SB_Math_Hamm_J" and ID "0000000011". Below this is a "Your tasks" section with four items: "Application Form", "Chapter Sponsor Verification", "Scholarship Submission", and "Faculty Assessment" (which is marked as "Cannot be started at this time"). Each task has a circular progress indicator and a right-pointing arrow.

KEY:

Task complete

Task partially completed

Task incomplete

IMPORTANT:

In order to submit your application, you must click the "Mark as Complete" button on each task.

MARK AS COMPLETE

Application Form Task

This form will ask for your contact information, college and year of induction, and your member number. You can find your member number by logging in to AlphaChiHonor.org and viewing your member profile. To complete this task, fill out the application form and click "Mark as Complete."

Chapter Sponsor Verification Task

Your chapter sponsor must confirm that you are one of your chapter's allotted nominees. You'll need to send them a verification request by completing the "Chapter Sponsor Verification" task. (Note: this task applies to Gaston/Nolle and Sledge/Benedict applications. It does NOT apply to Pryor Fellowship applications.)

On the task page, click on "Request a Recommendation" and enter your chapter sponsor's contact information. They will be prompted by email to verify you as their nominee. Your sponsor will also need to provide the name and email address of your faculty assessor. You will receive an email once your sponsor has opened your request. Once your sponsor has verified your nomination, come back to the Chapter Sponsor Verification task and mark the task as complete.

Helpful tip: The language used in this program differs slightly from our in-house language. Remember:
Chapter Sponsor Recommendation = Chapter Sponsor Nomination

Scholarship Submission Task

This is where you will upload your scholarship submission. Depending on the field represented, the format for submissions may vary. Papers must be uploaded as Microsoft Word documents. If that isn't a workable format for your submission, you must use standard file types such as JPG, MP3, MPEG, or provide a URL. If a scholarship submission must be sent as a PDF to facilitate electronic transmission of charts and graphs, you must also include a Word version of the text.

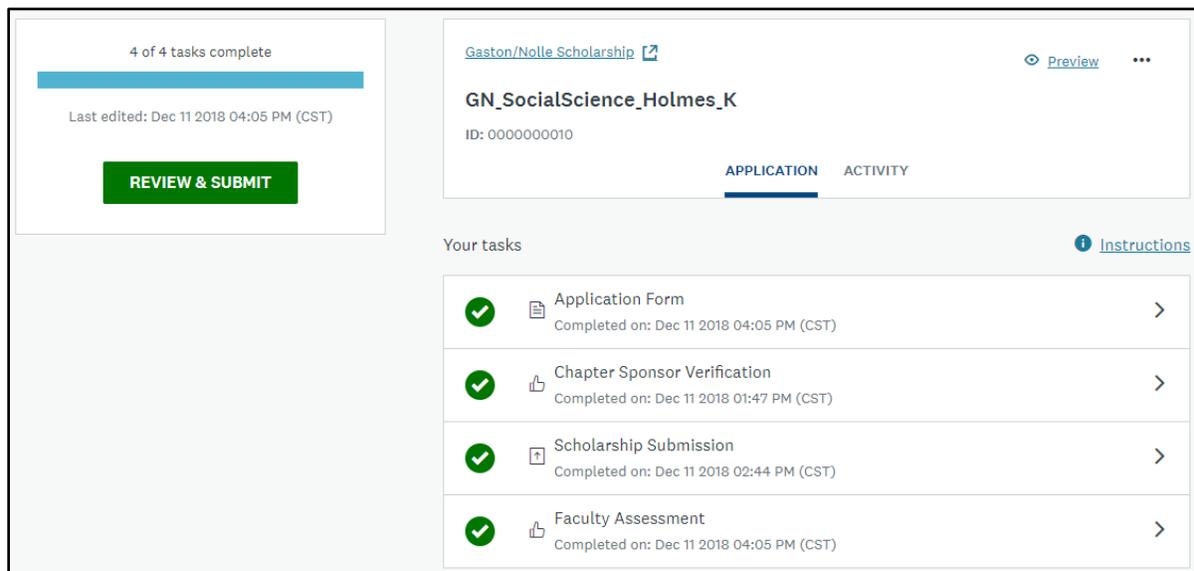
Remember: If your submission is nonverbal in nature, you must upload a written explanation that demonstrates an understanding of the theoretical basis for the project or subject matter. Title this document, "Explanation."

Faculty Assessment Task

To send a request by email to the professor in your major who will provide the assessment of your scholarship submission, please click on "Request a Recommendation." Note that the professor you name should be the same person your chapter sponsor submitted for you when they verified your nomination. After receiving a notification email that this has been completed, be sure to come back and mark the task as complete here in your profile.

Review and Submit Application

Once you have marked all tasks as complete, click "Review & Submit" on your application dashboard.



You'll have a chance to review your application packet one final time. If everything is in order, click "Submit Your Application" to complete the application process.

The deadline for submitting your completed application is February 15, 2020.

Questions? Call the Alpha Chi National Office at 800-477-4225. If you need help after business hours, check out this link:

<https://smapply.zendesk.com/hc/en-us/articles/115001445354-Applicant-FAQ#submit-application>