

**JEFFERSON COUNTY ALUMNAE CHAPTER**  
***Delta Sigma Theta Sorority, Inc.***  
**“A SERVICE SORORITY”**

## **Scholarship Application Checklist for Online Form**

Please see the materials listed below that are needed to complete your scholarship application. Please see the Scholarship Requirements and Guidelines and the Letter of Recommendation Guidelines for further instructions.

- Completed application
  - Double-spaced typed essay (400-500 words)
  - Copy of ACT/SAT results
- Two letters of recommendations
- An official transcript with unweighted GPA listed
  - Transcript may be emailed to the Scholarship Chair or mailed to the chapter’s PO Box by the school:  
**Jefferson County Alumnae Chapter**  
**Delta Sigma Theta Sorority Inc.**  
**Attention: Scholarship Committee**  
**P.O. Box 11024**  
**Birmingham, AL 35202**  
**OR**  
**[scholarship@dstjacac.org](mailto:scholarship@dstjacac.org)**
- All materials must be received by the chapter by the specified deadline. **NO EXCEPTIONS.**

The completed scholarship packet must be **completed and received** by ***Tuesday, February 15, 2022.***

Submit packet online: [www.dstjacac.org/scholarship](http://www.dstjacac.org/scholarship)

*\*Note: Any applications received in any form other than those listed above will be disqualified.*

***Residency Requirement:*** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

## Scholarship Requirements & Guidelines

1. **Residency Requirement:** Applicants must reside in Jefferson or Shelby County to qualify for the scholarship.
2. **Grade Point Average: 2.70-3.64 on a 4.0 scale**
  - Please note: The unweighted GPA (calculated on a 4.0 scale) must be listed on the transcript. Only the unweighted GPA will be used to determine scholarship eligibility and will not be recalculated or rounded. If you are unsure of whether your unweighted GPA is on your transcript, please consult with your counselor.
3. Scholarship applicants may not be the child of a JCAC member.
4. Please complete the form on the JCAC Website at:  
[www.dstjacac.org/scholarship](http://www.dstjacac.org/scholarship).
5. *All* materials must be **received** (including transcript and recommendation letters) by **Tuesday, February 15, 2022** at 11:59 PM.
6. Only official transcripts will be accepted.
7. Official transcripts may be mailed to the JCAC P.O. Box directly from your school or may be emailed to [scholarship@dstjacac.org](mailto:scholarship@dstjacac.org) by the school counselor or designated school official responsible for transcripts. Please note the applicant may **not** email their own transcript.
8. Letters of Recommendation must be uploaded by the recommender to the website. **All letters must be signed in ink.**
9. The *Letter of Recommendation Guidelines* are listed in this packet as well as posted on the scholarship website in order to assist those who you will ask to write your Letters of Recommendation. It will be helpful if you email or print a copy for each of your recommenders to ensure all directions are followed and all information requested is included in the Letter of Recommendation.
10. Failure to follow any of the above instructions or to completely fill out the application will automatically disqualify you from the next phase in the Scholarship Application process.
11. Please adhere to the deadline date. **NO EXCEPTIONS.**
12. All communication will be sent to the applicant.

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# Scholarship Application

## *Complete Application Online.*

**Disclaimer:** If at any time during the application process we find that you have supplied inaccurate information, your application will not be considered.

1. Enter your first and last name.
2. Enter your street address, city, state, and zip code.
3. Enter your phone number.
4. Enter your email address.
5. Enter your parent/guardian's phone number.
6. Select your gender.
  - a. Man
  - b. Woman
  - c. Other
7. Enter the name of your high school.
8. Enter your unweighted GPA. GPA must fall between 2.70-3.64. *(The unweighted GPA listed on your transcript will be used to determine scholarship eligibility. The GPA will not be recalculated or rounded).*
9. List your extra-curricular activities.
10. List your honors/awards.
11. Enter the name of your intended college or university.
12. Enter your intended major.
13. List your career goals.
14. Public Service: Please briefly describe your community service activities.
15. Enter the name and email address of your recommenders.
  - a. Recommender #1 Name
  - b. Recommender #1 Email Address
  - c. Recommender #2 Name
  - d. Recommender #2 Email Address
16. How will your official transcript be submitted?
  - a. By mail directly from the school
  - b. By email from the school counselor or official responsible for transcripts
17. Upload your essay. *(Answer the question prompt in 400-500 words on a Word document and upload. You must save your essay as LastName\_FirstName\_Essay. You must also include your name on your essay in the header.)*
  - a. **Essay prompt:** How has the pandemic impacted your life educationally, mentally or socially? You may focus on one or more aspects in your essay of 400-500 words.
18. Upload a copy of your ACT/SAT results.

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## Letter of Recommendation Guidelines

1. Letter of Recommendation Forms **will not** be accepted. Letters of Recommendation must be in a letter form.
2. Letters may not be written by a relative.
3. Two letters of recommendations (categories: teacher, counselor, mentor, minister, community service, organization, employer, etc.)
4. Letters must be written by two **different** people from two **different** categories listed above.
5. Letters **must be** signed in ink. Electronic signatures **will not** be accepted.
6. Recommender **must** include their title/organization, in what capacity they have known the applicant, email address, and a contact phone number, (in case verification is needed). If the recommender knows the applicant in more than one capacity (i.e. teacher *and* band director) they should state both capacities in the letter.
7. The Letter of Recommendation must include the following:
  - Leadership qualities and characteristics
  - Personal qualities and characteristics
  - Capacity in which they know the student (i.e., teacher, pastor, counselor, supervisor, mentor, etc.)
  - Affiliations inside **and/or** outside of school and leadership positions held within those organizations
8. Letters that do not include all the requested information or fails to follow any of the above instructions will automatically disqualify the applicant from the next phase in the Scholarship Application process.
9. Letters must be uploaded by the recommender to the online form. **Please note: Uploaded letters must still be signed in ink then scanned in.**
10. If you have any questions, please contact the scholarship chairperson, Jessica Brown, at [scholarship@dstjacac.org](mailto:scholarship@dstjacac.org) or 205-401-5075.

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