

2022 Statewide College Scholarship Program Sample Memo to Applicants

(This memo should be distributed with 2022 statewide college scholarship program applications.)

To: All Scholarship Applicants
From: Megan Gray
Date: 11/16/2021
RE: How to apply for a college scholarship

Thank you for your interest in our scholarship program, offered in partnership with the New York Credit Union Association. Please review the following instructions carefully before completing your application.

Note: You must be a member of a participating New York credit union to apply for a college scholarship through this program. If you are not currently a member, please call us at 607-763-6565 to learn how to join.

1. Complete and save the scholarship application form. Please use only the space provided on the form to answer the questions. Other than where specified on the application form, no attachments, resumes, pictures or other materials of any kind should be submitted or used to answer the questions.
2. You and your parent or guardian **must sign** the Certification and Release Authorization on the back page of the application form.
3. You must obtain a credit union verification code from your credit union in order to verify eligibility.
4. Submit your application online at: <https://www.nycua.org/more/scholarship-program/2-uncategorised/1335-college-scholarship-program-applicants> by **January 7, 2022**, along with:
 - a high school transcript documenting your GPA for grades 9-11; and
 - an essay response.

If any portion is incomplete or not included, the application will not be considered.

Please save and upload the documents as three separate files (pdf, Word, jpg only; Google Docs will not be accepted):

1. Scholarship Application
2. High School Transcript
3. Essay

If you have any questions, please don't hesitate to contact Megan Gray at megan.gray@nyuhs.org. Winner notifications will be sent in May 2022. Good luck and we look forward to receiving your application!