

## Applying to the Colin Powell Fellowships

### Application and Essays

Q: Do all the programs have an essay requirement?

A: Yes, essays are an important component of each application. A strong essay demonstrates your interest and commitment to the goals of the program as well as the quality of your work.

Q: Do I get to choose my topic?

A: The topic will depend on the particular fellowship to which you are applying. There are detailed instructions attached to each application.

Q: How long does the essay need to be?

A: Depending on the application, your essay should fall somewhere between 250 and 750 words.

Q: Where can I go to get help on my essay(s)?

A: The CCNY Writing Center is a useful resource for students who need help preparing their essays. We also advise that you seek out faculty support when preparing your materials.

Q: Can I apply to multiple Colin Powell Fellowships at the same time?

A: We strongly encourage you to look carefully at the program requirements of each, and choose the program that best fits your interests. You will not be selected for more than one program.

### Letters of Recommendation

Q: Who should I ask to write letters of recommendation?

A: At least one letter should come from someone who can write about your strengths as a student. Ideally, this should be a faculty member. In some cases, an academic advisor is also appropriate. The second letter can come from any number of people: another faculty member, someone who has supervised you in a work or service experience, or a mentor. Do NOT solicit letters from friends, peers or family members.

Q: How should I approach someone if I'd like them to write a letter for me?

A: Providing a quality letter of recommendation is as much your job as it is the recommender's, and we suggest you formally contact your desired recommender with a brief description of the program to which you are applying and the reason you are applying; the date you need the letter (provide at least three weeks lead time). If the person agrees to write the letter on your behalf, follow up by providing a copy of your resume, a copy of the essays you are submitting, and any additional information s/he might request. Always follow up with thank-you notes and progress updates.

### Transcripts

Q: Do I need to submit a paper transcript with my application?

A: No, you do not need to submit a paper transcript with your application. You do, however, need to authorize the Colin Powell School to access your CCNY transcript with your signature on the appropriate page of the application. If you are a transfer student, or you wish to submit a transcript from another institution, you may include an unofficial transcript with your application.

Q: Is there a GPA requirement?

A: There is no GPA requirement for any of our programs. We do require that all students be in good academic standing at the time that they apply (2.0 or higher). Certain programs may have requirements once you have been admitted to the program; be sure to read the application carefully.

Q: How is my transcript evaluated?

A: Your transcript is a record of your academic growth and interest. We look at a number of factors including academic success, academic growth, courses taken, difficulty of curriculum, and more.

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### Interviewing

Q: Will all applicants be interviewed?

A: No. Depending on the number of applications we receive, between one-third and one-half of all applicants are selected for an interview.

Q: Who are the interviewers?

A: Typically, finalists are interviewed by a panel of Office of Student Success staff members.

Q: What will I be asked?

A: You could be asked about anything that appears in your application: your essays, your stated interests, your transcript, or (in the case of the Community Engagement Fellowship) your proposal. The interviewers may also ask some questions about your own leadership philosophy, style or habits.

Q: How long is the interview?

Interviews can last anywhere from 10 to 20 minutes.

Q: How can I prepare for the interview?

A: Students who are successful in the interview stage understand the goals of the program to which they are applying and show a genuine interest in participating in all of the program's components. They have personal goals for themselves (career goals, skill development goals, academic goals, etc.) and they have an idea of how the fellowship might help them advance those goals. Finally, successful interviewees are able to speak authentically about their skills, strengths and weaknesses.

### Important Dates and Deadlines

All applications are due Tuesday, March 1, 2016 by 4:00PM.

### How to Submit

All applications must be submitted **BOTH** online and in hard copy.

Paper applications should be submitted to Ellen Murray, Program Director of Scholarships, at the Office of Student Success, Shepard Hall, Room 550 by 4:00PM Tuesday, March 1.

Digital copies of the application should be uploaded by 4:00PM, Tuesday, March 1 using the City College Scholarship Application Portal.

CURRENT CCNY STUDENTS:

[https://ccny.scholarships.ngwebsolutions.com/CMXAdmin/Cmx\\_Content.aspx?cpld=521](https://ccny.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=521)

TRANSFER STUDENTS:

<https://cunycny.askadmissions.net/Vip/Default.aspx>

Once you have logged in, you will be taken to the "Applicant Home" page. Click "Start Application" in the "Current Details" box.

Follow the instructions on the "Application Information" page.

**Once you submit you will be unable to apply for any additional scholarships.**

Applicants are encouraged to confirm receipt of their application.