



## Tips for ACAA Educational Foundation Scholarship Applicants 2018-2019 Scholarship Program

### GENERAL TIPS

- Read all requirements and instructions carefully before beginning your application.
- You must be enrolled as a **full-time student at a U.S. accredited university or college** during the award year to be eligible for a scholarship.
- Undergraduate and graduate students in **any major** may apply for scholarships.
- All submittal materials including your essay, statement of educational and career goals and letters of recommendation should be **labeled with the applicant's name**.
- All submittal materials **must be typed**. Handwritten application materials will not be considered.
- Your application form, essay and statement of educational and career goals must be sent to **scholarships@aca-usa.org** in **one e-mail**.
- Applications will be accepted starting **September 1, 2018**.
- All application materials must be received by 11:59 p.m. EST on **November 28, 2018**.
- Only official transcripts will be accepted. Unofficial transcripts or copies of transcripts will not be accepted. Transcripts must reach the Scholarship Coordinator no later than November 28, 2018.
- Transcripts should include the student's GPA and the GPA scale that the academic institution uses.
- Include a brief (300-word maximum) statement of your educational and career goals.
- The essay and statement of educational and career goals must be submitted in **Microsoft Word or .pdf format**.
- Get started early! Most application packages can take several weeks to over a month to complete.

## **FILLING OUT THE APPLICATION**

- To fill out the application form, open the file in Adobe Reader and select “Highlight Existing Fields.” Required information is denoted by boxes with red borders. After completing the application form, unselect “Highlight Existing Fields” to view your application without the form field boxes.
- You can save data typed into the application form. Save the file using a filename that includes your first and last name.
- For each academic institution attended, list coursework taken that has relevance to coal combustion products (CCPs) management and utilization. This can include technical courses in engineering and science as well as non-technical courses in business administration, IT, marketing, communications, law, policy, etc. but the relevance to CCPs must be demonstrated. It is the student’s responsibility to describe the relevance to CCPs.
- List any research projects, internships/employment, or volunteer activities you have worked on related to CCP management and utilization. Fully describe why each activity/research is related to CCPs and the goals of the project/activity. Describe any deliverables produced as result of the work, your performance, papers published and other milestones that were important.

## **ESSAY TIPS**

- Your essay should clearly demonstrate your interest in coal combustion products management or utilization.
- Essays are limited to 1000 words using the formatting specified in the application instructions. Graphics, tables and charts, and references are not included in the word count.
- Your essay should include a one-paragraph abstract summarizing the content of your paper. The abstract is included in the 1000-word limit.
- Applicants are encouraged to cite references related to their essay topic. The references should be formatted using an appropriate style such as MLA, ACS, APA, ALWD, IEEE, Chicago, Harvard, etc.