



## Deadline: March 15

**REVIEW THIS LIST FIRST and read the FAQs on our website!**

1. **Check to see if your family member is eligible to sponsor you!** To be eligible to sponsor you, your sponsor (the bargaining unit member) **must be**:
  - Currently employed by a UNITE HERE Local 23 employer that is participating in the STEP Fund.
  - Have had benefits paid by the participating employer into the Fund on their behalf for 12 of the last 18 months\*.
    - \* Employees of newly participating employers may be exempt from this requirement. If your employer began contributions to STEP in the 11 months prior to this year's application deadline, you will not need to have 18 months of contributions to be eligible to sponsor.
    - Please note that your Collective Bargaining Agreement determines whether you are eligible: Part-time workers may not be eligible. Union dues do NOT pay for the scholarship.

**Not sure if your parent/grandparent is eligible to sponsor?** Email [scholarships@unitehere.org](mailto:scholarships@unitehere.org), or **text or call** 301-876-4419, to check your sponsor's eligibility BEFORE you do the application!

### 2. Student eligibility:

- a. You are 21 years of age or under when you apply for a new scholarship
- b. You are a child or grandchild (includes stepchild or grandchild) of an eligible sponsor
- c. Have a High School GPA of 3.0 or higher\* OR
- d. Have a University/College GPA of 2.7 or higher\*  
(\*Please refer to FAQs for exceptions to the GPA requirement)

3. Find a teacher or professor **now** to write a recommendation letter for you. The teacher must email the letter **directly to** [scholarships@unitehere.org](mailto:scholarships@unitehere.org).
4. The Statement of Study AND Essay are both required. They are an important part of the application.
5. **BEFORE** the deadline make sure you have requested your transcripts:
  - a. Your university/high school should email a link and passcode, or the transcript, to: [scholarships@unitehere.org](mailto:scholarships@unitehere.org). Please read the application carefully to see what you need to submit.
  - b. Only if necessary: paper transcripts can be sent directly to:  
STEP Scholarships Committee  
828 Wayne Ave  
Silver Spring, MD, 20910

Please make sure that you email us at [scholarships@unitehere.org](mailto:scholarships@unitehere.org) to let us know that you will be having a paper transcript mailed.



**Questions? We are here to help.**

Text or call: 301-876-4419

Email: [scholarships@unitehere.org](mailto:scholarships@unitehere.org)

**All supporting documents and application items must be submitted by the deadline!**

**Required Documents:**

1. Completed application form.
2. Proof of relationship to sponsor: birth certificate(s) or statement(s) of adoption (and statement if stepdaughter/stepson).
3. Acceptance letter to **accredited university/college if applicable. Community colleges and some universities may not issue acceptance letters.**
4. Statement of Major **and** Essay
5. High school and/or university transcript as described in application form. Please READ CAREFULLY.
6. Letter sent **directly** from teacher. **Student should not copy and paste into application or forward email.**
7. Optional: Separate written explanation about a GPA that is lower than 3.0 (HS) or 2.7 (College/University). Other letters or documents that support your claim (tutor, doctor, etc.)

Submit this application via email to:

[scholarships@unitehere.org](mailto:scholarships@unitehere.org)

If needed, mail hard copy to:

STEP Scholarships Committee  
P.O. Box 7633  
Silver Spring, MD, 20907

**Please inform us by email if you have MAILED either your application or supporting documents.**



# SCHOLARSHIP APPLICATION

## PART ONE. SPONSOR INFORMATION

Be currently employed with an employer who is participating in the benefits fund

**AND**

Have had contributions made into the Fund on your behalf by your employer for at least 12 of the last 18 months. The exact rules for contributions depend on your Collective Bargaining Agreement!

Employees of newly participating employers may be exempt from this requirement.

Last Name:

First Name:

Middle Int.:

Soc. Sec. #

  -  

Address:

Apt.#:

City:

State:

Zip Code:

Name of Your Employer Company:

Work Location :

Date of Hire at Current Employer:    Month

Year

Cell Phone

  -  

Can we text you? Yes  No

Home Phone (if you have one)

  -  

Country where you were born:

Your first language:

Your highest level of education (check ONE):

Elementary  Middle School  Some high school  High School Grad or GED

Some college  Associates or Technical degree  University degree

How did you hear about the program?

Co-worker  STEP recruiter  Flyer at work  Text  Facebook  Union Rep



## PART TWO. STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Int.: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ 

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Address: \_\_\_\_\_ Apt.#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: 

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Phone Number: Can we 

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 text you? Yes  No

Country where you were born: \_\_\_\_\_

Your first language: \_\_\_\_\_ Languages spoken at home: \_\_\_\_\_

Did either parent graduate technical/community college or university? Yes  No

IF your answer was YES: Was the college/university in the US? Yes  No

### **Student Relationship to Sponsor:**

*You must provide documents that prove your relationship to your sponsor such as birth certificate(s) or proof of adoption. If a grandparent is sponsoring you, we will need your parent's birth certificate/adoption along with yours. If you are a stepson/stepdaughter and were not officially adopted by your sponsor, please include a note explaining the relationship along with your birth certificate.*

Continue on the next page



## Educational Status

Have you started university or college yet? Yes  No

- If you answered "Yes": fill out **A and B** below.
- If you answered "No": fill out **A** and **skip to Part Three**, University Information.

### **A. High School Information:**

Name of high school: \_\_\_\_\_

Address of high school: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

High School Cumulative GPA: \_\_\_\_\_

Date you graduated, or anticipate graduating, High School: \_\_\_\_\_

### **B. College/University Information (Fill this out only if you have completed at least one semester of college).**

Name of College/University Currently Attending: \_\_\_\_\_

How many semesters have you completed? \_\_\_\_\_ GPA from previous semester: \_\_\_\_\_

### **Transcript Submission Requirements PLEASE READ CAREFULLY:**

**High School Seniors:** Submit a transcript that includes your December progress report and all previous years. If the committee needs additional information, they may ask to see your final transcript in June.

**First year university or college students (freshmen):** Please submit your first college semester transcript AND your high school transcript. (Please note that we do not need an official high school transcript).

**University or college students (sophomore and higher):** Please submit your most up to date transcript



## PART THREE. UNIVERSITY/COLLEGE INFORMATION

Please list the name of the College, University, Community College or trade school you plan to attend or are currently attending. It must be **accredited and not-for-profit**. For exceptions, **contact us before you submit your application**. Please make sure the address is one to which a scholarship check can be sent. Check with your university/college.

Name of Institution: \_\_\_\_\_

Student University ID# (if applicable): \_\_\_\_\_

Address of Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How many credits do you plan to take Fall semester? \_\_\_\_\_

How many credits does your university consider to be full-time? \_\_\_\_\_

Are you a DC resident? Yes  No

**Answer this question only if you are a DC resident:**

Have you applied for DC Tuition Assistance Grant? (<http://osse.dc.gov/dctag>)

YES  NO

Continue on the next page



## PART FOUR. TWO STATEMENTS: (1) AREA OF STUDY (2) STUDENT ESSAY

There are two (2) parts and **both are required**:

- A statement about what you intend to study/what you are studying, and why.
- A longer essay.

Please include both the statement of major and the essay as separate attachments to your application. They can be Word documents or PDFs.

### 1. Statement of Major/Area of Study:

What do you plan to major in and why? (Maximum 400 words). If you have not decided, please describe your general academic interests, what inspires you, and what you hope to get out of university/college.

### 2. Essay:

Please write a short essay and attach it on a separate sheet of paper. Limit your essay to 1000-1500 words. Answer ONE of the following questions:

- If you were president what would be your top agenda item?

OR

- What have you created, produced, or designed that makes you especially proud, and why? (Feel free to include an image if it helps you describe your creation).

OR

- Design a perfect sibling or other family member. What makes them perfect?

OR

- Describe a day in your life. This can be a normal day, or an extraordinary day.

**Continue on next page**



## PART FIVE. TEACHER RECOMMENDATION

Please print this page and give it to the teacher/professor who will be writing your recommendation letter.

Dear Teacher/Professor,

Your student is requesting a letter supporting her/his application for a scholarship from Service Workers Training and Education Partnership (STEP), their parent or grandparent's union training and education fund. The purpose of the scholarship is to help lower-wage union families afford college or university for a child or grandchild. STEP recognizes that even the brightest students face numerous obstacles in graduating from university, and to that end, endeavors to provide on-going financial support to its top applicants.

*Please note that our fund has limited resources, so teacher recommendations often help the committee choose between the top candidates.*

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Please tell the Scholarship Committee about this student. STEP will not share this letter with the student.

- ◊ How long have you known her/him and in what capacity?
- ◊ What makes her/him a good candidate for university or college?
- ◊ What do you anticipate being an obstacle? How have they overcome obstacles in the past?
- ◊ What improvements have you seen in her/his performance, attitude, or overall approach to academic work?

Please email your letter to: [scholarships@unitehere.org](mailto:scholarships@unitehere.org) and include a way to reach you if we have questions (a phone number, alternate email).

- Include the name of the student in the subject line.
- If possible, please send your recommendation from your work email address.