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@steptraining.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 24 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@steptraining.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@steptraining.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@steptraining.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@steptraining.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@steptraining.org

If needed, mail hard copy to:

STEP Scholarships Committee
828 Wayne Ave
Silver Spring, MD, 20910

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. #: ☐☐☐ - ☐☐ - ☐☐☐☐

Address: Apt.#:

City: State: Zip Code:

Email: Age

Date of Birth: ☐☐ / ☐☐ / ☐☐☐☐

Phone Number: Can we ☐☐☐ - ☐☐☐ - ☐☐☐☐ 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

Please have transcripts sent to: scholarships@steptraining.org

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 or 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. Do NOT submit as a link to a document on Google Drive.**

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.

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@steptraining.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.