



## INSTRUCTIONS FOR APPLICATION

To be accepted for judging, an applicant must submit ALL REQUIRED ITEMS as herein itemized POSTMARKED NO LATER THAN MARCH 15. All of these items, except the transcript, must be submitted in ONE PACKAGE OR ENVELOPE. The applicant is responsible for seeing that all necessary data is submitted by the deadline in one package. **IF THESE INSTRUCTIONS ARE NOT FOLLOWED, YOU WILL BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER FOLLOW-UP.** Reference letters should be submitted in individually sealed envelopes within the application package. Applicants will be notified by June 30.

### Student's checklist of required items

- \_\_\_ A. Completed Application Form
- \_\_\_ B. Letter of recommendation by the head of the mechanical engineering department or your faculty advisor
- \_\_\_ C. Letter of recommendation from one of your instructors, preferably in the Engineering School, who has known you for at least one year
- \_\_\_ D. Letter of recommendation from two non-academic references. These are not to be a relative or a fellow student-preferably a former teacher, employer, priest, etc. Selection for the scholarship is based on financial need, scholastic achievement, character, and potential.
- \_\_\_ E. An Official Transcript of your complete academic record. Since you are in graduate school, send a transcript of your primary degree plus your graduate courses. Your Registrar may send me your transcript separately. Please have them do this after January which will include your September-December term.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THOSE YOU HAVE ASKED FOR REFERENCES FOLLOW THROUGH BEFORE THE DEADLINE.**

Please send this checklist along with your application to:

Mrs. Michael G. Snyder  
216 Churchill Crossing  
Nicholasville, KY 40356  
Telephone: (859) 887-3949  
E-mail: mrsnyder@aol.com

