



Handout 2009-10

REVISED

(graduate study at any UK university for US citizens)

PLEASE NOTE:

This year the Marshall Aid Commemoration Commission is launching a limited number of one year Marshall Scholarships for the 2010 competition. The application form for the one year Marshall Scholarship is different from the application for the traditional two year Marshall Scholarship, and candidates will be asked to identify which Scholarship they wish to apply for when registering for the online application. Candidates are only allowed to apply for either the one year or the two year Marshall Scholarship. You will be discussing this topic, along with your CV, draft of your personal statement, and recommenders with Dean Ordiway before you leave campus. (see the *Timeline* in this handout)

July 7, 2009

MARSHALL SCHOLARSHIPS

Application process for fall 2009

Each candidate must submit his or her application electronically. The online application must be endorsed by Princeton University as well as be submitted and authorized by Princeton's designated representative, Dean Ordiway. All items including the four letters of recommendation must be submitted online no later than the September 18, 2009 Princeton deadline.

Note: Academic transcripts must be sent by regular mail through Dean Ordiway's office. The Applicant should order one transcript from each institution in which they have studied since high school, and have it sent directly to 409 West College. They must arrive in 409 West College no later than Friday, September 18, 2009.

IMPORTANT DATES

Please carefully follow the detailed instructions in the Timeline below.

- Tuesday, April 21, 2009 Informational Meeting of the *Fellowships to British and Irish Universities* at 4:30pm in McCosh 10.
- April 2009 Investigate degree programs in the United Kingdom. Contact British universities to request information on specific programs. A good beginning is pulling up the Marshall web site at www.marshallscholarship.org. You may also want to visit www.britishcouncil-usa.org for information on studying in Britain.
- Visit 409 West College and quickly read through past winners' essays.
- It is in your best interest to begin early. Prepare and discuss a rough draft of your essay, CV, and potential recommenders with Dean Ordiway. Call Traci at 8-1998 for an appointment.
- May 2009 1) Check the Marshall web site at www.marshallscholarship.org for electronic scholarship application forms and procedure. Carefully read the rules for 2010, which are available for you to download.
- 2) Complete the eligibility checklist on the Marshall website (<http://www.marshallscholarship.org/comp.html>). You must complete this before the system will allow you to register.
- 3) Complete the registration. Remember, you will need to identify which Scholarship you wish to apply for (one or two year). The system will send you an electronic confirmation of your registration with instructions, including how to contact Dean Ordiway.
- Note: If you run into problems, please contact Dean Ordiway at ordiway@princeton.edu AND cc: Traci Miller at traci@princeton.edu.

By May 12, 2009 (Dean's Date) Ask four Princeton faculty members or others who know you well to write your letters of recommendation. Your letters should usually come from Princeton professors, but there is no hard and fast rule here. Make sure you speak with Dean Ordiway about the appropriateness of your choices. (Letters will not need to be submitted, however, until Friday, September 18, at the latest.) Give consideration to which person should serve as your **Preferred Recommender**, as this person's letter typically carries more weight. Take time to discuss your plans and goals with all your recommenders. The more they know about you, the program of study you wish to pursue, and how that program fits into your larger plans for the future, the better prepared they will be to write a comprehensive and thoughtful letter.

Note: If you run into problems, please contact Dean Ordiway at ordiway@princeton.edu AND cc: Traci Miller at traci@princeton.edu.

Before you leave campus!

(May 2009)

It is highly recommended that you discuss your CV and a rough draft of your personal statement with Dean Ordiway, along with which Marshall Scholarship you are applying for (one or two year). You must not exceed 1,000 words, or the online Marshall system will not allow you to submit your essay. Call Traci at 8-1998 for an appointment.

June – August 2009

Continue fine tuning your personal statement and CV. Contact Traci (traci@princeton.edu or 609/258-1998) to arrange for a phone appointment with Dean Ordiway, if necessary. Electronic copies are required 24-hours prior to appointment.

Friday, June 12, 2009

Order official transcripts of **ALL** of your courses taken away from Princeton (domestic and abroad). You should request an original from the school's Registrar.

Friday, June 26, 2009

IMPORTANT!!!! Electronically submit PRELIMINARY application. (This is simply to allow your recommenders ample time to submit their letters electronically for you and for Dean Ordiway to assess your application better. You will be able to continue to revise your application until the Friday, September 18 deadline for its formal submission to the Princeton Endorsement Committee.)

Once you submit your application electronically, your recommenders will receive an email notification complete with instructions for submitting their recommendations. (Recommendations must not exceed 1,000 words, or they cannot be submitted.) Ask your recommenders to prepare the recommendations ahead of time, but make sure they know they will have to submit them electronically once they receive notification.

- Tuesday, July 14, 2009
- Note: If you are invited for a regional interview, you will need to bring four passport-sized photographs, which can be made at CVS; evidence of date of birth and US citizenship (e.g., passport); and, in the case of married candidates, an official certificate of marriage.
- A Medical Form signed by a physician is also required but is not available until an official invitation has been received by the candidate.
- Week of August 25, 2009
- It is highly unlikely that Dean Ordiway will be available to review first drafts of essays after this week.
- Week of September 1, 2009
- Dean Ordiway is available to review your personal statement and CV. Contact Traci (traci@princeton.edu or 609/258-1998) to arrange for a phone appointment with Dean Ordiway, if necessary. Electronic copies are required 24-hours prior to appointment.
- Sunday, September 13, 2009
- The official Housing move-in date for Fall 2008 for classes of 2010, 2011, and 2012.
- Tuesday, September 15, 2009
- Fall Fellowship Open House in 111 West College from 10am-4pm. Interested Marshall Candidates must attend this mandatory meeting to submit the *Applicant Information Sheet* (last page of this handout).
- If you have not received confirmation yet that your recommenders have submitted their letters, contact them to remind them of the deadline on Friday, September 18.
- Wednesday, September 16 -
Thursday, September 17
- Dean Ordiway is available in his office for a final review of your personal statement and/or CV. Contact Traci (traci@princeton.edu or 8-1998) to arrange for an appointment, if necessary. Electronic copies are required 24-hours prior to appointment.
- Thursday, September 17, 2009** **First day of fall term classes.**
- Friday, September 18, 2009
no later than 12 noon
- Faculty recommendations** must be submitted electronically according to the Marshall online procedures.
- Applicants must electronically submit their application for consideration by the Princeton endorsement committee.
- Also, **ALL** official transcripts (Princeton and outside) must have been received in 409 West College.
- Tuesday, September 22, 2009
9am
- Materials will be distributed to the Committee.
- Thursday, September 24, 2009
- The Marshall Committee meets to decide which candidates will be endorsed by the University. Applicants who do not receive University endorsement will be notified by e-mail immediately after the meeting.

Monday, September 28, 2009 no later than 12N	Students who have been endorsed must have electronically submitted all revised application materials.
Tuesday, September 29, 2009 9:00 a.m.	Dean Ordiway's office will FedEx endorsed candidate's transcripts to the appropriate Marshall region.
Wednesday, September 30, 2009	Dean Ordiway's office electronically submits endorsed candidate's materials to the appropriate Marshall region.
Thursday, October 1, 2009	Marshall Scholarship's application deadline.
Weeks of November 9 and 16	Marshall will notify shortlisted candidates. Check your email and voicemail messages frequently! Note: the medical form will be attached to this electronic notification, which requires a doctor's signature.
November-December	<p>Regional Interviews: if you are invited for an interview, call Dean Ordiway (8-1998) IMMEDIATELY; he will meet with you to discuss the interview process and arrange a practice interview if you have not already had one.</p> <p>Note: For the regional interview, you will need to bring four passport-sized photographs; evidence of date of birth and US citizenship (e.g., passport); Medical Form (signed by a physician); and in the case of married candidates an official certificate of marriage.</p>

**“GUIDELINES FOR FACULTY MEMBERS
WRITING RECOMMENDATION LETTERS FOR
MARSHALL SCHOLARSHIPS”**

Please provide a copy of the *Guidelines* to **EACH** person who will be writing a letter of recommendation for you.

GUIDELINES FOR FACULTY MEMBERS WRITING RECOMMENDATION LETTERS FOR MARSHALL SCHOLARSHIPS

Deadline for electronic receipt of letters: 12N Friday, September 18, 2009.

Note: Letters must be submitted electronically. You will receive email notification from the Marshall Commission asking you to submit the letter once the candidate's application is submitted. Please write your letter in Microsoft Word ahead of the September 18 deadline for electronic submission. Please contact Dean Ordiway if you have any questions or problems with electronic submission (8-1998).

The selection of the Marshall Scholarships winners is an extremely competitive process, and your letter is critical to the candidate's success. Your letter should address the personal and academic strengths of the candidate and help to make the case that studying in the United Kingdom for one or two years at a particular institution is especially advantageous to the candidate in fulfilling his or her long-range goals. We have urged applicants to provide their recommenders with all the information needed to write such a letter. If you feel that you don't have enough information to write as informative a letter as you might wish, please be sure to ask the candidate to come in to talk to you further. Letters that provide specific details concerning the candidate's intelligence, diligence, curiosity, wisdom, independence, and other virtues are more convincing than those that make general claims. **If you find that for any reason you cannot produce a credible letter, please contact Dean Frank Ordiway's office immediately (8-1998).**

Each applicant for a Marshall Scholarship must provide at least **four letters** of recommendation. The Marshall asks the students to rank the letters (Primary/Preferred, Second, Third, and Fourth).

Please address all letters to "The Marshall Selection Committee."

The Marshall Selection Committee is looking for excellence in both the academic and nonacademic spheres. The committee looks for candidates who have the potential to make important contributions to society and who would make the most of the opportunity to study in the United Kingdom. Candidates must explain what special advantages studying in the United Kingdom offers and how they will contribute to the life of the host institution.

Letters received after the September 18 deadline cannot be considered in the internal review process at Princeton. The letter must be uploaded electronically according to the instructions sent by the Marshall Commission.

If you have any questions, please contact Dean Frank Ordiway, ext. 8-1998.

**HAND-DELIVER THIS FORM TO THE
FALL FELLOWSHIP OPEN HOUSE
Tuesday, September 15, 2009
111 West College
10am-4pm**

**APPLICANT INFORMATION SHEET
MARSHALL SCHOLARSHIPS**

NAME _____ CLASS YEAR _____

MAJOR _____ EMAIL _____

PHONE _____ REGION _____

At which institution in the United Kingdom would you like to continue your studies?

What program/degree will you pursue? If you have not decided on a specific program, what area of study is of primary interest to you?

If you are not able to study abroad, do you have any plans to continue your education in the United States? If so, in what field and where?

Foreign language abilities:

Thesis subject:

Sophomore/Junior grade point average:

You will need **four letters of recommendation**. You must designate one as a preferred or primary recommender, someone who can speak directly to your qualifications for your proposed course of study.

a. Preferred/Primary recommender

(Name and address)

How long has he/she known you? _____

How well does he/she know you? _____

b. Second recommender

c. Third recommender

d. Fourth recommender

Are you applying for other fellowships? If yes, please list:
