



# UNDERSTANDING APPLICATION REQUIREMENTS

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This application requires several pieces of information before you can fully submit your application for review. This document will outline each piece of required information and offer suggestions to ensure your application is properly completed.

## **The Basics**

All applicants must meet the following criteria prior to completing an application:

- You must be an initiated member in good standing of Phi Mu Fraternity (Reference Phi Mu Fraternity Bylaws, Article 8, Section 2.)
- You must have a cumulative GPA of 3.2 or above (based on a 4.0 scale).
- You may only apply if you have received fewer than three scholarships from Phi Mu Foundation over your lifetime.
- You are required to submit an online scholarship application.
- You are required to submit transcripts from each college or university. You will be able to upload your transcripts to the online application. Transcripts may be unofficial copies for the applications process; however, if you are selected for a scholarship, you will be required to submit an official copy.
- You are required to submit two recommendations (information to follow).

## **Recommendations**

All applicants are required to submit two recommendations from academic or professional resources.

Here are some examples of acceptable recommendation sources:

- Your Chapter Adviser
- Professors
- Academic Professionals
- Employers
- Managers
- Other Professional Sources

When selecting a recommender, be sure he/she can fully attest to your needs for scholarship assistance and provide an accurate testimony to your overall character and performance in the classroom or workplace.



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## Working with your Recommender

When you arrive at the recommendation portion of the scholarship application, you will be asked to enter information about your recommenders. You will need to provide the following information:

- First Name
- Last Name
- Email

SmarterSelect will automatically send an email to your recommender. After you enter the recommender's information, contact your recommender and inform him or her that they will receive an email from SmarterSelect. We strongly urge you to ask your recommender to confirm that they've received that email.

Your recommender will be asked a series of questions through the email they receive. The recommender will be able to submit answers online using a website link unique to your application. You will not be able to view your recommender's responses.

Once both recommendations are complete, you will be able to submit your application. Applications cannot be submitted unless both recommendations are complete.

You can return to your application at any time before the deadline to resend your recommendation request.

Above all, remain in contact with your recommenders until you receive both recommendations.

**Remember: you cannot submit your application without both recommendations.**