Phi Mu Foundation Scholarship Application Instruction Guide

For any questions not addressed in this guide or the scholarship application, please contact Phi Mu Foundation's Scholarship Manager at scholarships@phimufoundation.org.

Learn more about the Phi Mu Foundation Scholarship Program on our website at https://phimufoundation.org/our-purpose/academic-scholarships/.

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2027-2028 Scholarship Application Timeline

- **December 1, 2026** | Scholarship application launch
- **February 15, 2027** | Scholarship Applications due
- **February 17, 2027** | Letters of Recommendation due
    - Scholarship applications, transcripts and letters of recommendation must be submitted by 11:59 p.m. Pacific Standard Time
- **June 2027** | Scholarship Recipients are notified
- **July 1, 2027** | Acceptance documentation due to Foundation office
- **August 2027** | Scholarship funds dispersed to universities/colleges.

Eligibility and Application Requirements

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

- Applications must be received electronically by Monday, February 15, 2027, in order to be considered.
- A scholarship recipient shall be enrolled in an accredited college or university, working toward a degree, credential, or certificate as:
    - A full-time undergraduate student. Undergraduate applicants must have a 3.2 cumulative GPA on a 4.0 scale
    - A part-time or full-time graduate or doctoral student. Graduate or doctoral applicants must have a 3.2 cumulative GPA on a 4.0 scale
    - Applicants for scholarships based on financial need must have a 3.2 cumulative GPA on a 4.0 scale.
    - Must be enrolled by July 2027 or at the time of acceptance.
- A member may receive no more than one Phi Mu Foundation scholarship per year and no more than three Phi Mu Foundation scholarships during her collegiate and alumnae years.
- Undergraduate and Graduate scholarship recipients must, at the time the scholarship is awarded and at the time the scholarship is paid, be an initiated member in good standing of Phi Mu Fraternity. (Reference Phi Mu Fraternity Bylaws, Article 8, Section 2.)
- Enrollment criteria for Phi Mu Foundation Scholarships:
    - Undergraduate scholarships shall be awarded for a full academic year. An applicant may receive a scholarship for the fall term only if she is graduating at the end of that term.
    - Graduate or doctoral scholarships may be awarded for any semester or school term.
- Applicants 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.
- Applicants are required to submit two recommendations. All recommendations must be submitted by Wednesday, February 17, 2027, for your application to be considered complete.
- All Scholarship recipients must complete the necessary acceptance information by the date instructed by Phi Mu Foundation Staff.

Awarding of Scholarship:

- Scholarship recipients will be notified via email.
- Recipients who wish to accept their scholarship must complete the steps outlined in the
- offer email, including submitting all acceptance information before the deadline given by
- Phi Mu Foundation Staff
- If the recipient no longer needs the award, they must notify Foundation Staff immediately.

Termination of Scholarship:

- Awards can be terminated for the following reasons:
    - If the recipient fails to complete the acceptance information in the initial offer letter
    - If the recipient is no longer meets any of the eligibility requirements
    - Any exception to the above shall be referred to and approved by the Board of Trustees.

Scholarship Breakdown

Merit-Based Scholarships vs. Need-Based Scholarships

- Merit-based scholarships are awarded by evaluating your academic criteria alone. No financial information is considered when determining merit-based scholarship recipients. Applicants will complete one application and automatically be considered for all merit-based scholarships for which they are eligible.
- Need-based scholarships are awarded by evaluating your overall financial need. This is done based on a series of questions related to your current financial situation.
- Eligible undergraduate applicants who wish to be considered for need-based scholarships must provide all information requested in the "Need-Based Scholarship" section of the application. Failure to provide any requested information will result in automatic disqualification for need-based scholarships.
    - Submit your FAFSA online (available at www.fafsa.ed.gov) as soon as possible.
    - After your FAFSA is competed and processed, a FAFSA Submission Summary. will be generated and emailed to you within 7-10 business days.
    - Upload your Submission Summary as a PDF. Phi Mu Foundation can only accept a full, official FAFSA Submission Summary in PDF format.
    - Enter the Expected Family Contribution exactly as it states on your Submission Summary. Any discrepancies may result in ineligibility.
    - Enter the cost of attendance for your current university/college as reported on the government's College Navigator Website at www.nces.ed.gov/collegenavigator.
    - Please list any scholarships and grants (NOT student loans) you anticipate receiving for the 2027-2028 academic year. Please include government, private, and university/college-based financial aid.
    - Learn More: https://studentaid.gov/apply-for-aid/fafsa/review-and-correct/fafsa-submission-summary.
- **You may only apply as a need-based applicant OR a merit-based applicant. Only one application will be accepted.**

How to Complete Each Section

Q: At the time of completing this application, please indicate if you are a Phi Mu collegian or alumna member?

- A collegian is a member of a collegiate chapter. If you are currently an active member of a collegiate chapter, you will fill out the collegiate application, regardless of your enrollment status (undergraduate or graduate student).
- An alumna is a member who is graduated or has withdrawn from school.

Q: I am applying as a/an:

- You may choose between undergraduate applicant or graduate applicant. If you a current Phi Mu collegian but are about to graduate and have already or in the process of applying to graduate programs, please select Graduate Applicant. Below are further definitions of each applicant type:
- *Undergraduate applicants are defined as:*
    - Students who are currently enrolled in an undergraduate program at an accredited college or university and will remain enrolled in an undergraduate program for the entire 2027-2028 academic year.
- *Graduate applicants are defined as:*
    - Students who are currently enrolled in a graduate program and will remain enrolled for all or part of the 2027-2028 academic year.
    - Students who have applied (or anticipate applying) for admission to a graduate program to begin during the 2027-2028 academic year (proof of enrollment is required if you are selected to receive a scholarship)

Q: Are you a member of Phi Mu Foundation?

- Members of Phi Mu Foundation have a cumulative lifetime giving of $50 or more. If you have questions about this status, you may reach out to the Foundation office at scholarships@phimufoundation.org.

Q: What is your current cumulative GPA (based on a 4.0 scale)?

- *If your university uses a 4.0 scale to calculate GPA:*
    - Enter your most recent cumulative GPA based on a 4.0 scale. Upload a PDF of the unofficial/official transcript that will confer/has conferred your most recent degree. The number entered as your cumulative GPA should match the GPA reflected in your unofficial transcript.
- *If your university does NOT use a 4.0 scale to calculate GPA:*
    - Enter your most recent cumulative GPA based on a 4.0 scale. It is your responsibility to convert your GPA to this scale. Please make a note about the scaled GPA on your application.

Q: Graduation Date (MM/YYYY)

- Indicate your anticipated graduation date from the degree program you will pursue during the 2027-2028 academic year. Seniors applying for graduate scholarships should indicate they are a graduate applicant and their anticipated graduate school graduation date.



Q: Education History

- Starting with the program in which you are currently enrolled, and working backward, list the most recent post-secondary educational institutions (limit 3) attended for your most recent credit hours obtained; include two-year colleges, four-year colleges/universities, vocational and professional schools.
- Upload an unofficial transcript(s) for this portion of the application. You will be required to submit an official electronic copy of your most recent transcript if you are awarded a scholarship. Indicate the university/college name and month/year you began and ended your attendance. If you are currently attending an institution, enter your projected graduation date as the ending date.

Q: By answering yes to this question, you are seeking consideration for a need-based scholarship and agree to furnish a copy of the FAFSA upon request?

- Phi Mu Foundation offers need-based scholarships. Applicants who apply for a need-based scholarship should be limited to those who are in dire need of financial assistance.
- The Scholarship Committee will extensively review this portion of the application to determine if there is a dire financial need based heavily upon your answers to the financial questions in this application.
- All need-based applicants are required to complete a FAFSA (free application for federal student aid). Applicants seeking needs-based consideration must submit a pdf of the FAFSA submission summary during the application process. Phi Mu Foundation can only accept a full, Official Student Aid Report in pdf format; we will not be able to accept copies of the SAR acknowledgment. You may be required to provide additional supporting documentation of your anticipated expenses and/or other documentation as deemed necessary by the scholarship committee.
- For questions about need-based scholarships, please contact Foundation staff at 770.632.2121 or scholarships@phimufoundation.org.

How to Answer the Essay Questions

There are two sections of essay questions within the Phi Mu Foundation Scholarship Application: Involvement and Recognition Statements and Personal Statements. These essay questions are reviewed by the Scholarship Committee and serve to better understand the experiences and needs of each applicant.

Tips for both essay portions:

- Before you begin answering the essay questions, take a moment to review each question and consider your response. Here are some tips for providing well-written responses:
- Use fewer words. Each response has a maximum number of words. Your answers should not exceed this limit.
- Keep it confidential. Each scholarship application is reviewed on an anonymous basis by the Scholarship Committee.
- To ensure your identity is kept anonymous, DO NOT include any personal identification words while writing your essays. **Words to avoid include:**
    - Your first and/or last name
    - Your chapter name
    - Your school name
    - Names of chapter members or alumnae
    - Names of family members
    - Names of professors or other academic professionals
    - Names of cities or states
- Proofread! Type your responses in a word processing software prior to copying and pasting them into the essay fields within the application. Doing this will help you avoid spelling or grammar errors. If you feel comfortable doing so, have someone else proofread your essay responses to ensure they are well-written.
- Remember: your essay questions are just as important as your academic achievements. Your essay questions should be well-written, organized, and directly address the prompt.

Involvement and Recognition Statements

- While you should not include personal information, try to include descriptive information in the activity title to provide as much context as possible for those evaluating your application. For example, instead of “Exec” be more descriptive with “Phi Mu Vice President” or “University Art Club: President” or “Phi Mu Alumnae Chapter: Treasurer”
- Freshmen/first-year students: You are permitted to include high school activities if you do not have any college activities yet.

- If you are filling out the alumnae application, you have the option to list significant offices you held in your collegiate chapter and/or other collegiate chapter activities in which you were involved in during college. This is optional and would be considered after your alumnae experience.

Personal Statements:

- There are two essay questions in this section. You must complete both essay questions. For the first questions, you have the option to pick one of the three topics. After selecting the topic on question #1, please do your best to directly address the prompt.
- Maximum word count is 300 so keep your essay organized and well-written.
- We ask that you refrain from using AI to write your essay answers.

Recommendations & Working with your Recommender

Recommendations:

- All applicants are required to submit **two** recommendations from academic or professional sources.
- Here are some examples of acceptable recommendation sources:
    - A member of your chapter's Advisory Board (Ex: Chapter Adviser)
    - Professors or Academic Professionals
    - Employers or Managers
    - Other Professional Sources
- When selecting a recommender, be sure they 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.
- You may NOT use a friend, fellow chapter member or family member to complete the reference on your behalf.
- Make sure to reach out to your selected recommenders before completing your application to ensure they are willing to fill out your recommendation. They DO NOT need to write you a letter, we use an online platform that will automatically send them questions to answer on your behalf.

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 be required to provide the following information:
    - First Name
    - Last Name
    - Email
- Good Grants will automatically send an email to your recommender once you submit your application. After you submit your application, contact your recommender, and inform them that they should have receive an email from Good Grants. We strongly urge you to ask your recommender to confirm that they've received that email. If they do not receive it instantly, have them check their spam folder. Email scholarships@phimufoundation.org if they still do not receive the 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.
- You must submit your application for the recommendation requests to be sent**.** Your application will not be eligible until you have obtained both recommendations.
- Above all, remain in contact with your recommender until you receive confirmation both recommendations are submitted.

Application Tips

Read Instructions

- Review this instruction guide and the information in the application carefully.

Plan Ahead

- Open the application and carefully review the requirements in advance.
- Gather all information you will need to complete the application. Print out the checklist at the beginning
- of this document to help you gather all of the information you need.
- Allow plenty of time to gather the required information and make sure both of your recommendation forms and your application are submitted before the deadline, February 15, 2027.

Contact References Early

- You are responsible for ensuring your References submit completed recommendation forms by the application deadline, February 16, 2027.
- You have to complete your application before sending recommendation requests, so submit your application as soon as possible to allow your recommender's ample time to complete the online form.

Consult With Phi Mu Foundation

- If you have any questions about the application process, please contact the Foundation's Scholarship Manager at scholarships@phimufoundation.org.

Proofread

- Make sure your essays are well-written and free of errors; poorly written essays may negatively affect your application score and incorrect or incomplete answers may result in ineligibility.
- Make sure submissions do not include any personal information.

Submit On Time

- Phi Mu Foundation will NOT accept late materials for any reason. There will be no exceptions to this requirement.
- Be sure to save your application progress frequently.
- A complete application must be submitted by 11:59 pm Pacific Standard Time, February 15, 2027.
- Both recommendations must be submitted by 11:59 pm Pacific Standard Time, February 17, 2027.

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