



DELTA SIGMA THETA
WASHINGTON DC
ALUMNAE CHAPTER

2018 SCHOLARSHIP APPLICATION

Frequently Asked Questions

This FAQ document is to assist applicants and guidance counselors with the 2018 Scholarship Application of the Washington DC Alumnae Chapter (WDCAC) of Delta Sigma Theta Sorority, Inc. The FAQs are based on common questions and issues we generally receive or encounter during the application process. Applicants are encouraged to share this document as well as the Application Requirements with individuals who will provide the requisite recommendation letters. When considering whether to apply for WDCAC Scholarships, the applicant must meet ALL of the eligibility requirements as listed under the Scholarship Application Procedures.

Eligibility Criteria

Q: What if I am a 12th grade student whose residence is Maryland and I attend a high school (public, charter or private, *i.e.*, parochial, independent or home school) in the District of Columbia?

A: To be eligible for a Washington DC Alumnae Chapter (WDCAC) Scholarship, the applicant must be a resident of the District of Columbia.

Q: What if I am a Washington, D.C. resident, in 12th grade, and attend a high school in Maryland?

A: To be eligible for a Washington DC Alumnae Chapter (WDCAC) Scholarship, the applicant must be a resident of the District of Columbia and attend school in the District of Columbia.

Q: My mother is a member of the WDCAC, am I eligible to apply for a WDCAC Scholarship?

A: One of the eligibility criteria for a WDCAC Scholarship is the applicant cannot be an immediate relative of a member, of the Washington DC Alumnae Chapter, Delta Sigma Theta Sorority, Inc. In this context, “immediate relative” means a parent/child relationship.

TIP: *While the applicant is not eligible for a WDCAC Scholarship, the applicant may be eligible for the scholarship program administered by the Federal City Alumnae Chapter (FCAC) of Delta Sigma Theta Sorority, Inc. For more information, see FCAC’s web site at www.the.fcacdst.org/educational-development.*

Q: If my grandmother and aunt are members of the Washington DC Alumnae Chapter, am I eligible to apply for a WDCAC scholarship?

A: Generally, a grandparent or aunt is considered an extended family member rather than an immediate relative. **However**, if the grandmother or aunt is the applicant’s legal guardian or adoptive parent, the grandmother or aunt is acting in the place of a parent (in loci parentis) and is considered the applicant’s immediate relative. As such, the applicant is not eligible for a WDCAC Scholarship.

Transcripts & Test Scores

Q: Are photocopies of my high school transcript acceptable?

A: There is a strong preference for original documents. However, there are certain instances in which a photocopied transcript from a verifiable school official is acceptable. It is incumbent upon the **student** to ensure that the photocopied transcript provided by the school is signed by a verifiable school official, stamped with the official school seal, and in a separate, sealed envelope. Applicant’s transcript should **not** be in the same sealed envelope with the SAT/ACT scores, and the transcript must be submitted in the application package. Transcripts should not be sent separately from the application package.

Q: I received an online score report of my SAT/ACT scores from the College Board, and my transcript provides these scores. Will you accept an original or a photocopy of my online score report? Will you accept my SAT/ACT scores provided on my transcript?

A: We do not accept photocopies or originals of an applicant's online score report. Similarly, SAT/ACT scores listed on transcripts do not suffice. These are not considered **official** score reports. The official SAT or ACT scores are sent directly from the College Board to your high school guidance counselor and the colleges you selected to receive them. Be sure to check with your high school guidance counselor for a copy of the Official SAT or ACT scores your high school received from the College Board.

TIP: *Don't forget the other requirements for submitting transcript and test scores in the Test Scores section of Application Procedures.*

School and Community Service **Letters of Recommendation**

Q: Should I request my School Recommendation Letter early in the process and provide the individual who is writing the letter with a written copy of the requirements regarding the School Recommendation Letter that must be submitted with the application package?

A: Yes, absolutely.

Q: Does the School Recommendation Letter have to be written on the school's official letterhead?

A: Yes, the School Recommendation Letter must be written on the school's official letterhead.

Q: What if my 12th grade major academic teacher who wrote my school recommendation letter forgot the original handwritten signature?

A: The application will be deemed incomplete and will not be considered.

Q: What if my 12th grade major academic teacher wrote my school recommendation letter on the school's official letterhead and signed the recommendation letter with an electronic signature?

A: The school recommendation letter must contain the **original, handwritten** signature of the major academic teacher. Photocopied or electronic signatures are not acceptable, and points will be deducted from your application.

Q: I am wondering if the School Recommendation Letter must be submitted with the application package.

A: Yes, absolutely.

Q: What happens if my school recommendation letter is sent separately from the application package?

A: School recommendation letters sent separately from the application will not be accepted. The application will be deemed incomplete and will not be considered.

Q: I am planning to ask my high school soccer coach who is employed at my current high school to provide me with a School Recommendation Letter for several college applications. May this same letter be submitted with my WDCAC Scholarship Application?

A: If the coach is employed by the high school AND serves as the applicant's current high school counselor, major academic advisor or teacher, then the same letter may suffice as a School Recommendation Letter for a WDCAC Scholarship, **provided that** it meets the other requirements under the School Recommendation section of the Application Procedures.

TIP: *Recommendation Letters from coaches or instructors who are not employed by the high school, e.g., club sports, private instructors, etc. do not suffice as a School Recommendation Letter for a WDCAC Scholarship.*

Q: Is a recommendation letter from my 9th grade English teacher acceptable as a school recommendation letter to be included in my application package?

A: No, because the School Recommendation Letter must be from the applicant's current high school teacher or advisor in a major academic subject. For purposes of the WDCAC Scholarship Application, "current" means the current calendar year, *i.e.*, January 2017 - December 2017. The letter may also be provided by the applicant's current high school counselor or principal.

Q: My high school principal and guidance counsel offered to write a Community Service Recommendation Letter regarding my current community service involvement. Will this fulfill the community service recommendation requirement of the application?

A: No, because the Community Service Recommendation Letter must come from an official or authorized representative of the *community service organization* where the applicant currently volunteers.

Q: For the Community Service Recommendation Letter, should I provide an official or authorized representative of the organization with a written copy of the requirements regarding the Community Service Recommendation Letter which must be submitted with the application package?

A: Yes, absolutely.

Q: I am currently a member of the high school computer club that provides computer training for senior citizens at a local community center. I volunteer for this community service activity at least once a month. I wish to submit a Community

Service Recommendation Letter regarding my involvement in the computer-training program for senior citizens. Should I ask my faculty advisor of the computer club to write the letter?

A: A Community Service Recommendation Letter from the computer club's faculty advisor, the principal, a guidance counselor, or a teacher is not sufficient. You should ask an official or authorized representative of the community center's senior citizens program to provide the Community Service Recommendation Letter.

Q: I am currently employed on a part-time basis as the Community Gardening Program Coordinator at my neighborhood community center. The Community Gardening Program teaches low-income residents how to grow, prepare and eat nutritious and healthy foods. Is a letter from the Community Center's Executive Director sufficient to meet the application requirement regarding a recommendation letter of my community service involvement?

A: The definition of community service is work that is done without pay to benefit people or organizations that serve the public in a particular community. Since the applicant is employed by the community center, the letter is considered an employee recommendation letter, not a Community Service Recommendation Letter. Furthermore, an employee recommendation letter is not accepted in lieu of the Community Service Recommendation Letter.

Submission of Application & Requisite Documents

Q: May I complete and submit the application form now and send the other documents before the deadline date?

A: No. A completed application form AND the six requisite documents listed under the Application Procedures must be submitted as **one complete application package**. If any items are omitted, your application is deemed incomplete, and will not be considered.

Q: The post office is closed today. May I drop off my application at Delta Towers, or WDCAC's meeting location? May I make arrangements to drop off my application in person with a WDCAC member or the national headquarters of Delta Sigma Theta Sorority, Inc.?

A: No. Application packages must be sent to the WDCAC's official address, which is the post office box listed on the application.

Q: May I send my application package by an overnight delivery service or the U.S. Postal Service to the WDCAC's post office box listed on the application?

A: **Please be advised that many overnight delivery services (Federal Express, UPS, DHL, etc.) do NOT deliver to post office mailboxes.** If you prefer to send your application via overnight delivery, the U.S. Postal Service provides 2-day Priority Mail and Express Mail delivery to post office boxes.

Q: How do I know if the WDCAC received my application package by the deadline date?

A: Due to the large volume of applications we receive, we do not automatically confirm receipt of application packages. For confirmation of receipt, we recommend mailing your application package using one of the U.S. Postal Service's methods for confirmation of delivery, e.g., certified mail, 2-day Priority Mail, etc.

Signatures

Q: Besides my original signature, does my parent or legal guardian have to sign the Certifications sheet (page 8 of the application) if I am 18 years of age or older?

A: Yes. While 18 years of age in the District of Columbia is considered an adult, we require the applicant's parent or legal guardian to certify that certain statements are correct as well as acknowledging acceptance of certain WDCAC's policies governing the award of a WDCAC scholarship.

Additional Questions

Q: What happens if application packages are incomplete?

A: If application packages are deemed incomplete, they will not be considered.

Q: When will applicants be notified of WDCAC's selection of scholarship awardees?

A: All applicants will be notified whether or not they are selected for a WDCAC scholarship in late April/early May.