



2019 SCHOLARSHIP APPLICATION

Frequently Asked Questions

This Frequently Asked Questions (FAQs) document is to assist applicants and high school guidance counselors with the 2019 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 required 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 Process.

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 the 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 the 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 <https://thefcacdst.org/2019-scholarship-application/>.*

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.

TIP: *While the applicant is not eligible for the 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 <https://thefcacdst.org/2019-scholarship-application/>.*

Transcripts & Test Scores

Q: What is an “official” high school transcript?

A: An official high school transcript will often have a seal or tamper-proof marks on it or the signature of an authorized high school official, e.g., principal, guidance counselor. D.C. high schools differ in what constitutes an “official” high school transcript for their respective institutions. Check with your high school guidance counselor as to what your high school deems an “official” transcript.

TIP: Transcripts that have been in the hands of the student such as student copy/unofficial transcripts are not considered official. Unofficial transcripts are printed on plain paper and do not have a seal, tamper-proof mark on it or the appropriate high school official’ signature.

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 sent by me? 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 sent by the applicant. 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 have your high school guidance counselor email a copy of the Official SAT or ACT scores to scholar2019@wdcacadst.org. Please remember to provide the guidance counselor with your Submission ID Number. The Submission ID Number must be included in the subject line of the email.

TIP: Don’t forget the other requirements for submitting your transcript and test scores in the Test Scores section of the Required Documents.

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. The School Recommendation Letter must be emailed by your high school guidance counselor to scholar2019@wdcacadst.org. Please remember to provide the guidance counselor with your Submission ID Number. The Submission ID Number must be included in the subject line of the email.

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 their official wet signature or e-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 e-signature?

A: The School Recommendation Letter *must* contain the official wet or e-signature of the major academic teacher.

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

A: Yes, absolutely. The School Recommendation Letter must be emailed from your guidance counselor to scholar2019@wdcacdst.org with your Submission ID Number included in the subject line of the email.

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 be accepted as long as it is emailed by your guidance counselor to scholar2019@wdcacdst.org. Please remember to provide the guidance counselor with your Submission ID Number. The Submission ID Number must be included in the subject line of the email.

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 guidance 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 Process.

TIP: *School 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 2018 - December 2018. Also, the letter maybe provided by the applicant's current high school counselor or principal, as well.

Q: My high school principal and guidance counselor 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. 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 the requirements regarding the Community Service Recommendation Letter, which must be submitted with the application package?

A: Yes, absolutely. The Community Service Recommendation Letters must be emailed directly to the Scholarship Committee at scholar2019@wdcacadst.org from the official or authorized representative of the organization. Please remember to provide your Submission ID Number to the representative. Your Submission ID Number must be included in all correspondence.

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 & Required Documents

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

A: Yes, absolutely. The applicant must complete the online application first. After completing the online application, the applicant will receive an email containing the Submission ID Number. Please be sure to provide your Submission ID Number to your guidance counselor, Community Service Recommendation Referral and School Recommendation Referral. The required documents listed under the Application Process must be emailed directly to the Scholarship Committee at scholar2019@wdcadst.org from your guidance counselor.

Q: How do I know if WDCAC received my required documents by the due date, March 1st, 2019?

A: Due to the large volume of applications we receive; please contact your guidance counselor for confirmation.

Signatures

Q: Besides my e-signature, does my parent or legal guardian have to e-sign the Certifications block 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 the application packages are incomplete?

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

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

A: All applicants, either selected or non-selected, will be notified, in late April/early May. Please allow 6-8 weeks past the due date for processing applications.