



SCHOLARSHIP APPLICATION

Frequently Asked Questions

This Frequently Asked Questions (FAQs) document is to assist Applicants and high school counselors with the Washington DC Alumnae Chapter (WDCAC), Delta Sigma Theta Sorority, Inc. Scholarship Application. 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 be providing the required recommendation letter. When considering whether to apply for the WDCAC Scholarship, 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 that 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 thefcacdst.org (Select Programs, select Educational Development, and click on, Learn more about our Scholarship program).

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 thefcacdst.org (Select Programs, select Educational Development, and click on, Learn more about our Scholarship program).

Application

Q: Should I complete and submit the online application now and request the required documents (Official Transcript, Test Score[optional, School Recommendation Letter and Community Service Recommendation Letter) to be emailed before the March 15, 2024 deadline?

A: Yes.

Q: Who sends all the Applicant's required documents to the WDCAC Scholarship Committee?

A: Your high school counselor sends all the required documents directly to the Scholarship Committee at scholar@wdcacadst.org. Documents submitted must be in PDF format. The high school counselor must include the Applicant's first and last names and the name of the Applicant's high school, e.g., Jane Doe - Eliza P. Shippen High School in the subject heading of the email.

Tip: The WDCAC Scholarship Application and all required documents must be submitted by 11:59 p.m. on March 15, 2024.

Transcript & 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 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's signature. Unofficial transcripts will not be accepted.

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: Yes, photocopies or originals of an Applicant's online score report sent by the Applicant or school counselor to scholar@wdcacadst.org are accepted. Similarly, SAT or ACT scores listed on transcripts are accepted.

Q: I did not take the SAT/ACT. Can I still apply?

A: Yes, test Scores are optional and strongly encouraged to include.

School Recommendation Letter

Q: Should I request my School Recommendation Letter be completed early in the process?

A: Yes. Also, your high school counselor must email the School Recommendation Letter to the Scholarship Committee at scholar@wdcacdst.org. Applicant's first and last name and the name of the Applicant's high school, e.g., Jane Doe – Eliza P. Shippen High School should be in the subject heading of the email.

Tip: Make your request for a letter as early as possible to allow ample time to complete and submit the Letter to the high school counselor so the required Letter is included in the Application Package.

Q: What if my 12th grade academic teacher who completed 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 academic teacher completed my School Recommendation Letter and signed it 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 included in the Application Package.

A: Yes. The School Recommendation Letter must be emailed by your high school counselor to scholar@wdcacdst.org. The high school counselor must include the Applicant's first and last names and the name of the Applicant's high school, e.g., Jane Doe - Eliza P. Shippen High School in the subject heading of the email.

Q: What happens if my School Recommendation Letter is sent separately from the Application Package?

A: A School Recommendation Letter sent separately from the application will be accepted, as long as it is emailed to the Scholarship Committee by your high school counselor to scholar@wdcacdst.org by the deadline date.

Q: I am planning to ask my high school soccer coach who is employed at my current high school to complete the School Recommendation Letter.

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

Tip: Coaches or instructors who are not employed by the high school cannot

complete the School Recommendation Letter, e.g., club sports, private instructors, etc. for the WDCAC Scholarship.

Q: Would the School Recommendation Letter completed by my 9th grade English teacher be acceptable?

A: No, because the School Recommendation Letter must be completed by the Applicant's current high school teacher in an academic subject, academic advisor, principal or counselor. For purposes of the WDCAC Scholarship Application, "current" means the current calendar year, i.e., January 2023 - December 2023) up to the present.

Community Service Recommendation Letter

Q: My high school principal and high school 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: Yes. Due to the pandemic, your high school principal or high school counselor may write your Community Service Recommendation Letter.

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 for the Community Service Recommendation Letter, which must be submitted with the Application Package?

A: Yes. The Community Service Recommendation Letter must be emailed by your Recommender or high school counselor to scholar@wdcacdst.org. The Recommender **must** include the Applicant's first and last names and the name of the

Applicant's high school or community organization, e.g., Jane Doe – Eliza P. Shippen High School/Lift As We Climb Community Center- in the subject heading of the email if school based or organization name if community based.

Tip: Allow ample time for the individual to complete and submit the letter to the scholar@wdcacdst.org email address so the required letter is included in the Application Package.

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, high school counselor, or teacher is sufficient.

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 Required Documents

Q: How do I know if the Scholarship Committee received my required documents by the due date?

A: Due to the large volume of applications received, please contact your high school counselor or Recommender directly for confirmation.

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 by the due date, they will not be considered.

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

A: The 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 of applications.