



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS — HOUSTON CHAPTER SCHOLARSHIP APPLICATION

Submit completed application and documentation by 5:00pm on May 1 (Summer), July 1 (Fall), or Nov 1 (Spring) to University College Dean’s Office, Suite 655-South University of Houston-Downtown One Main Street Houston, TX. 77002 Attention: Ms. Gerre Davidson, Scholarship Administrator Or Fax: 713-223-7425 Or email: davidson@uhd.edu

- \$500 awarded in Fall and/or Spring & Summer (based on funds available)
• Preference given to applicants who are currently employed as administrative professionals or considering a career as an administrative professional. Also, preference may be given to those who demonstrate financial need.
• Applicants must submit a statement regarding their personal perspective on the impact of administrative assistants on corporate America [200 words maximum] and letter of application plus resume.
• Must be a major in Applied Administration [BAAS-AA] or Interdisciplinary Studies [BS IS]
• Must enroll for 9 (nine) or more credit hours in the semester of the award.
• Must be US citizen or permanent resident.
• Must have a GPA of 2.5 or greater at UHD.

Personal Information

Last name First MI Student ID number

Cell or daytime phone GatorMail address

Are you an International (Intl)/Nonresident student? Yes No [Circle One]

Are you employed as an administrative professional? Yes No [Circle One]

I am employed by _____ and work _____ hrs/week.

If you have one, please attach a copy of your Financial Aid Award to letter to demonstrate eligibility.

Academic Major

Anticipated Graduation Date

month/year

Write a brief statement regarding your personal perspective on the impact of administrative assistants on corporate America. [200 words maximum] Use the space below or attachment. Submit a letter of application to the University College Scholarship Committee and include your current resume. In your letter, you may address your educational and career goals and any special qualities or achievements you believe should be considered by the committee. Limit your letter to 1 page and resume to 2 pages maximum.

The information that I have provided on this application is true and correct to the best of my knowledge. I give my permission to the Scholarship Committee to access my academic and/or admission records and to make inquiries as necessary to confirm the information given in this application. I understand if my application is incomplete or late that I will not be considered for the scholarship.

Signature

Date