International Association of Administrative Professionals—Houston Chapter
Scholarship Application

Submit completed application and documentation by 5:00pm on 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. Parrish, Scholarship Administrator
Or Fax: 713-223-7425

- **$500 awarded in Fall and Spring**
- ***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 employed as an administrative professional? Yes ☐ No ☐

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.

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