

# 2019 Directions and Checklist for Hospital Associate Scholarship

*IMPORTANT: Please review all information prior to completing the scholarship application.*

*No handwritten applications will be accepted.*



**Ascension  
St. Mary's  
Foundation**

800 S. Washington Avenue  
Saginaw, MI 48601-2594  
Phone: (989) 907-8300

**Complete Scholarship Form**

**Essay Submission**

All applicants must complete a one page, no more than 500-word, essay. Essay must be typed and in 11 point font. This essay should contain:

- Description of extra-curricular, school and community service activities.
- Description of your most valuable contributions and/or strengths as a health care associate. How will the scholarship award assist you in your goals?

*Please see page 2 of application for space to provide your typed essay.*

**Additional Materials Required – Please Review Carefully**

All applicants must submit the following to be considered for a scholarship award:

- Signed Scholarship Agreement – see page 3
- One current letter of recommendation by supervisor (within past six months of this scholarship application date). **Letter must be typed, dated and signed.** Handwritten or unsigned letters will not be accepted.
- One current letter of recommendation by additional community leader, college/university teacher or administrator (within past six months of this scholarship application date). **Dated letter must be typed and signed.**
- Professional photo (color) to be used in scholarship award materials.
- Current college transcript (non-official is acceptable) or acceptance letter.

**Application Submission**

**Required:** all application materials must be submitted electronically with completed application to Ascension St. Mary's Foundation at the email address below:

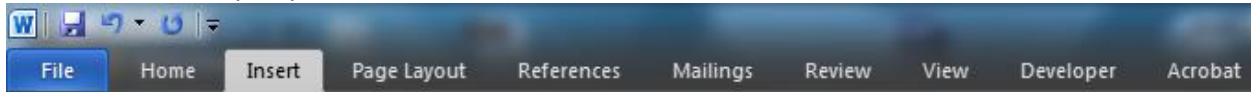
[Denise.Schofield@ascension.org](mailto:Denise.Schofield@ascension.org)

- Deadline is February 22, 2019 at 3:00 p.m. No late or incomplete applications will be accepted.**

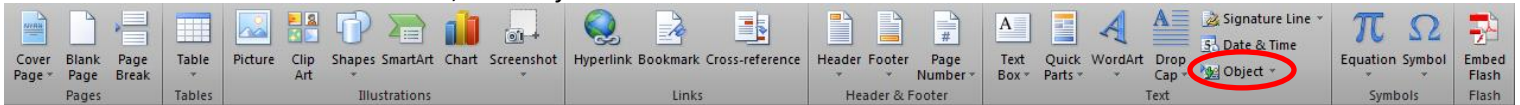
## Need Help with Attaching Additional Scholarship Materials?

How to attach documents:

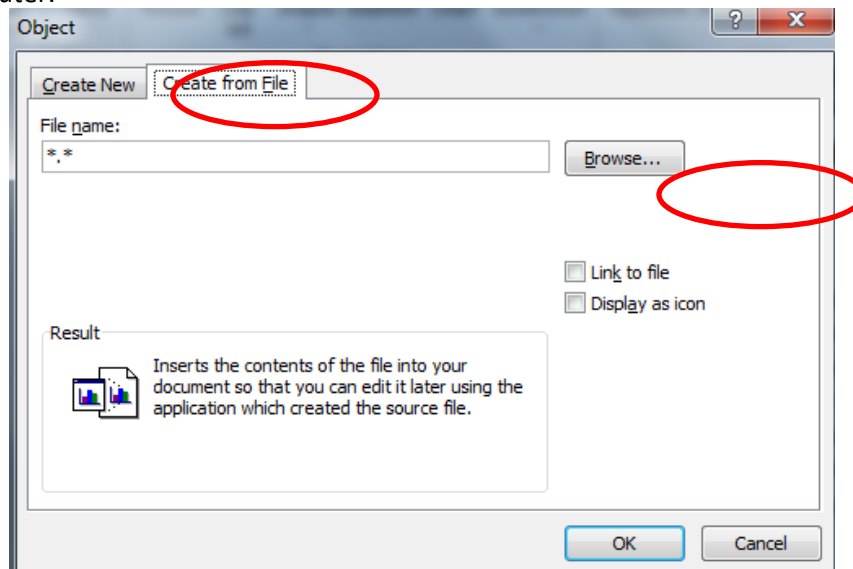
1. Across the top of your document, click *Insert*



2. In the Text section, click *Object*



3. In the pop up box that appears, select *Create from File*, then click *Browse* to locate the file on your computer.



Once your file is selected, click *OK*. Repeat as necessary until all documents are attached.