2017 Scholarship and Internship Application Instructions
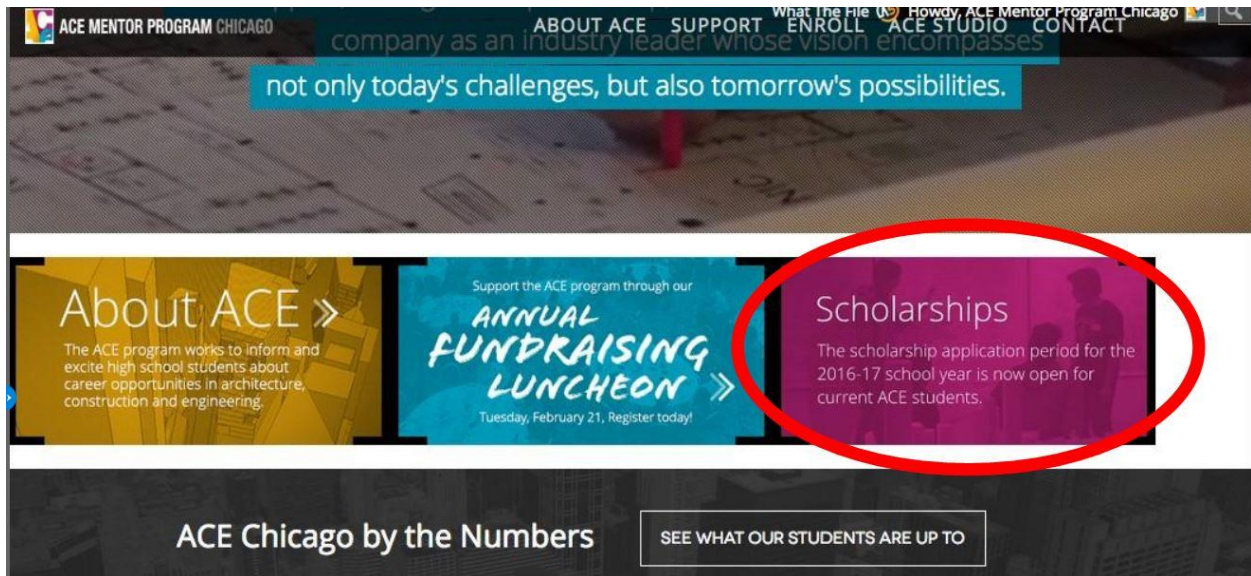
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A limited number of monetary and non-monetary awards are available for current students of the ACE Mentor Program of Chicago. Potential awards include **scholarships, internships, and selection to the Summer Design-Build Workshop**. Awards are provided to exceptional students based on their performance in ACE, and considering attendance, participation, aptitude, character and future goals. While sophomores are welcome to apply, preference will be given to juniors and seniors.

All interested Chicago Students must use the **NEW** Chicago ACE on-line application, which is available by clicking the Scholarship icon shown below on the ACE Mentor Chicago website: http://www.acementorchicago.org/. Additionally, students can bookmark the application website directly here: http://www.acementorchicagoscholarship.org/ Only students who complete the online application by **Monday, February 20,** will be considered for these awards. **Late applications will not be accepted.**

Students may apply for all or any of these awards:

College Scholarship

Monetary awards intended to support our students in paying for post-secondary education are provided by ACE Chicago. *(Returning students who have previously won an ACE scholarship are eligible and encouraged to apply again).* To qualify, a student must demonstrate:

- Intention to enroll as a full-time student in a program related to architecture, engineering or construction at an accredited college or university within two school of HS graduation
- Social Security # is **NOT** required

Summer Internship

Our summer internships at our member firms are our highest and most valuable awards. Not only do internship winners receive a competitive wage, they also gain extremely valuable work experience in design, engineering or construction management firms, and make important contacts that will benefit them throughout their careers. To qualify, a student must demonstrate:

- Proof of eligibility to work (e.g., Social Security #) **IS** required.
- Availability to work full-time Monday through Fri for at least 7 weeks during the summer.
- Able and willing to meet the conditions for summer employment as offered by employers.
  Candidates for internships may be interviewed in person or by phone by the hiring company.

2017 Design-Build Workshop

The ACE Design-Build Workshop is an exciting summer program that develops design and construction skills though a 7-week, hands-on summer studio. Entry to the workshop is offered only to select ACE students, who will be solely responsible for the design and construction of a real project with a real client. Selection includes free admission and an additional $1500 scholarship award upon completion. For more information, please visit acementorchicago.org/designbuild/

- To qualify, a student must be available Mon - Fri for 7 weeks in the summer (8am – noon, June 22 – Aug 11) and be dedicated to a successful team project! Soc Security # is **NOT** req.

COMPLETE INSTRUCTIONS ON HOW TO APPLY ARE BELOW. IF YOU HAVE ANY QUESTIONS OR RUN INTO PROBLEMS WITH YOUR APPLICATION PLEASE CONTACT YOUR MENTOR TEAM LEADER OR CAROL MOY AT carol@acementorchicago.org   GOOD LUCK!

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If you have any issues accessing or completing the scholarship application, please contact your team leader first, or Carol Moy at carol@acementorchicago.org / Tel: 773.220.5816.

Below is an example of the online application, with supplemental instructions provided in red text. Please refer to these instructions when completing your application, and do not hesitate to ask your mentors if there is any question about requirements. Applications are due by **Monday, February 20.**

2017 ACE Chicago Scholarship Application

Create Student's Login:

Login Email

Please enter your Login Email

Password (8 characters in length)

Please create a login using a unique email address and password. This will allow you to save your application and access it again later to complete. Additionally, you will be able to log in after you have submitted your application to check status.

Note: All boxes in red throughout the application are required, and you will not be able to save or submit your application until these are filled out.

A. Student's Info:

First Name

Last Name

Address 1

Address 2

City

State

Zipcode

Home Phone (xxx-xxx-xxxx)

Cell Phone (xxx-xxx-xxxx)

Date of Birth (mm/dd/yyyy)

High School

GPA

HS Address

HS City

HS State

Grade:

○ Sophomore ○ Junior ○ Senior

SAT Math

SAT Reading

SAT Writing

ACT Score

Anticipated College Major

Colleges Applied To (if applicable):

College #1

City

State

College #2

City

State

College #3

City

State

ACE Team

Select Team

Mentor Leader

Yrs participated in ACE Chicago

B. Parent/Guardian Info:

Name

Relationship to Applicant

Daytime Phone (xxx-xxx-xxxx)

Evening Phone (xxx-xxx-xxxx)

Email

C. Activities:

List any school or community activities you have been involved with for at least one full year during high school. Describe your involvement in each.

D. Honors:

List any honors, awards, achievements, or certifications you have received that you are proud of.

E. Essays (Minimum words - 100)

1. Describe the impact the design and construction industries have on our society. Why are these professions so important?

2. Which segment of the industry (architecture, engineering, construction, or related field) do you wish to enter and why?

3. Were you planning a career in this field before starting the ACE program or did ACE help steer you in that direction? If so, how/why? Also, please tell us your top three choice for your future education (what schools)

4. Describe your experience with your ACE mentors? What did your mentors teach you about their profession? How will this experience help you as you transition from high school? What effect did this experience have on your college choice, or choice of study?

5. What was the most valuable lesson you learned from your time with the ACE Mentor program?

6. Additional Essay Is there anything else you wish to share with the scholarship committee?
You may include special circumstances or hardships that you have overcome.

F. Award Consideration

ACE Chicago wants to know which awards you want to be considered for. Students chosen for internships will not also win other scholarship awards but students who participate in the design/build may also win other scholarships.

I wish to be considered for the following awards (check all that apply):

☐ Scholarship

☐ Paid Summer Internship

☐ Design-Build Workshop

Students interested in the design-build workshop should include 1-2 sentences explaining why they are a good fit.

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G. Recommendation Letter

You are required to submit one recommendation from a teacher or guidance counselor who is familiar with your talents and interests in architecture, construction management, or engineering. You may also submit a second recommendation from an employer or another teacher if desired, but only one recommendation letter is required.

Please download our recommendation form and save it to your desktop. Send the form electronically to your designated person. Have your recommender fill out the form and return it to you electronically as a PDF file. Be sure to give the person recommending you enough time to write a recommendation and return it to you in time for you to submit it before the scholarship application deadline.

When you have your recommendation letter, upload it in this section. It will be included with your application form in our database.

Recommendation 1

Choose File No file chosen

Recommendation 2

Choose File No file chosen

Recommendation 3

Choose File No file chosen

H. Academic Transcript

Attach a copy of your high-school transcript (an unofficial transcript is acceptable). If your school is able to send the file electronically, please attach the file below. If your school requires the transcripts to be mailed, please have them mailed to Carol Moy at carol@acementorchicago.org

Transcript

Choose File No file chosen

Only PDF documents will be acceptable file types for uploading Recommendation Letters and Transcripts. If you receive an error when saving or submitting, you did not submit the correct file type (PDF).

I. Certification

I certify that the information provided in this application is complete and accurate to the best of my knowledge. Falsification of any information will cause disqualification from the scholarship program. Acceptance of the scholarship constitutes permission to use the recipient's name and/or likeness for public relations purposes.

☐ Check box to Certify

SAVING APPLICATION:

J. Application Submission

⦿ Only check this box if you want to come back later and make revisions to your application. All the information you have provided up to this point, will be saved for you. You need to log in to retrieve your application. Check the box and hit the SUBMIT button below.

◯ Only check this box if you are ready for final submission. Once you check this box and click on Submit, you will not be able to make revisions to your application.

<div style="background-color:orange; text-align:center; padding:10px;">Submit Application</div>

By selecting the <u>first option</u> shown above and clicking "Submit Application", your application will only be <u>saved</u>. It will not be submitted until the second option is selected and then "Submit Application" is clicked. You will be able to login using the login email and password created to finish your application at a later time.

Any fields with a red background must be filled in or the application cannot be saved. Additionally, you are REQUIRED to check the box to Certify. (Section I. Certification) for BOTH saving and submitting your application. If you notice that you cannot save or submit your application, scroll up to make sure that Certification box is checked and all red boxes are filled out. An example of the red highlighted boxes is shown below.

Note: You will not be required to fill out the essay or upload documents to SAVE, but they are required for final submission. Please make sure you have submitted those or your application will not be considered complete at review time.

A. Student's Info:

First Name

[👤]

Please enter your first name

Last Name

[👤]

Please enter your last name

Address 1

[🏠]

Please enter your address

Address 2

[🏠]

City

[🏛]

Please enter your city

State

[🏛]

Please enter your state

Zipcode

[🖧]

Please enter your zipcode

If you have successfully saved your application, you should be directed to the screen below:

2017 ACE Chicago Scholarship Application

Your Application has been saved.
Please Login to complete your application at
http://www.acementorchicagoscholarship.org/Login

If you have successfully saved your application and want to finish it later, you can access it again using the login credentials you created, and by clicking the "Sign in" button shown below on the application website:

Sign in

2017 ACE Chicago Scholarship Application

<u>SUBMITTING FINAL APPLICATION:</u>

J. Application Submission

○ Only check this box if you want to come back later and make revisions to your application. All the information you have provided up to this point, will be saved for you. You need to log in to retrieve your application. Check the box and hit the SUBMIT button below.

◉ Only check this box if you are ready for final submission. Once you check this box and click on Submit, you will not be able to make revisions to your application.

Submit Application

Once you have selected the second option above and clicked "Submit Application", your application will have been submitted. You should then be directed to the screen below:

ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

2017 ACE Chicago Scholarship Application

Thank You for Submitting the Scholarship Application!

You can confirm you have submitted your application, by clicking the "Sign in" button shown below on the application website and signing in using your login credentials.

Sign in

ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

2017 ACE Chicago Scholarship Application

If you have submitted your application, you should see the following red text on the top of your application after you login using your credentials:

2017 ACE Chicago Scholarship Application

You already submitted the application!
You can review or print, but can not save or change the application.

You will not be able to edit your applications after you have submitted. Please contact your ACE Team Leader PRIOR to the deadline if you have any issues or questions related to your application submission.

Error Warning: Only PDF documents will be acceptable file types for uploading Recommendation Letters and Transcripts. If you receive an error when saving or submitting, you did not submit the correct file type (PDF).