

# INSTITUTE OF HISPANIC CULTURE OF HOUSTON

3315 Sul Ross St. – Houston, Texas 77098 Ph. 713-528-1492 Fax 713-529-1992 E-mail: institute@ihch.org  
www.ihch.org

## SCHOLARSHIPS FOR THE ACADEMIC YEAR 2018-2019 GENERAL INFORMATION

The Institute of Hispanic Culture (IHCH) is now accepting applications for scholarships that will be granted to high school, college, and medical school students for the 2018-2019 academic year. Scholarship funds will be in the amount of **\$1000.00**.

**GOAL:** The goal of the Scholarships Committee is to reflect the Mission of The Institute of Hispanic Culture of Houston, which is:

1. To disseminate the Hispanic language, arts, literature, culture, and
2. To help Hispanic students fulfill their higher education aspirations in any field of expertise.

### GENERAL REQUIREMENTS FOR ALL APPLICANTS:

1. Applicants must be U.S. citizens or legal residents of the U.S.A. Students with student visas are not eligible.
2. They must be residents of the Houston Metropolitan area and be enrolled or anticipate to enroll in an accredited junior college or college or university in the State of Texas.
3. High school students need to submit an **official transcript** from their high school(s) at the time they submit their application. College or junior college students must submit official transcripts from all colleges or universities they have attended.

Graduate students will enclose an official transcript of their graduate work. If they have completed only one semester of graduate work, they should include a transcript or transcripts of their undergraduate work. **Copies of transcripts are not acceptable.**

4. With each application, the student should enclose **two letters of recommendation written in the form provided by the IHCH in two sealed envelopes signed on the back by the recommending instructor.**
5. High School students must have an overall grade point average of 3.0 or its equivalent if GPA is based on a scale of 4. If GPA is based on a scale of 5, students must have an overall grade point average of 3.3.  
**High school students whose transcript does not show a GPA score or class rank should get a written statement from a school official indicating what the student's GPA is, the rating scale that has been used and the student's class rank.** Such statement must be on school letterhead paper.
6. College or junior college students must have an overall grade point average of 3.0 or its equivalent. Students from colleges or universities that do not include a GPA score on transcripts (Rice University, for example) must write their GPA equivalent to the standard national GPA on the application form.
7. The Scholarship Committee reserves the right to require evidence of financial need (e.g. income tax returns).
8. Applicants must participate in an interview in English or Spanish. In addition, students will be required to write and submit a short essay in English or Spanish (minimum 50 words, maximum 100 words) immediately prior to the interview.
9. College students must take at least 9 hours per semester during the semester they use the scholarship.
10. High School applicants must have completed three years of Spanish language, or the equivalent (such as CLEP, AP, IB, and SAT II), and be ranked in the top half of their class).
11. Second-year college students who are going to major in Spanish language, literature, and culture, must have a minimum of two semesters of college Spanish or its equivalent (same as #10 above).
12. Third and fourth-year students who are going to major in Spanish language, Literature, or culture, must have a minimum of four semesters of college Spanish or its equivalent (same as #10 and #11 above).

13. The scholarship may also be used for any accredited summer or interim program abroad of at least four weeks duration, sponsored by an accredited **Texas college or university**. Summer or interim program scholarships can be received only once.
14. All college students must have declared their major or minor by their sophomore year.
15. To be considered for another one-year scholarship, previous IHCH scholarship recipients must reapply and comply with all the conditions listed under General Requirements.

## **VOLUNTEER WORK**

Scholarship recipients are **encouraged** but not required to do volunteer work at the **IHCH** office during the term in which the scholarship is used. The duration and conditions of their volunteer work will be determined by the student and the **Institute's office manager** (a minimum of 20 hours per semester).

## **DEADLINE TO SUBMIT APPLICATION:**

1. Applications may be submitted by mail, **postmarked no later than May 25, 2018** or **hand delivered to the IHCH Offices, no later than 4:30 p.m. on May 25, 2018**.
2. For the application to be accepted it must be fully completed and it should include: 1) Official Transcript(s), 2) two (2) letters of recommendation in sealed envelopes, with the signature of the person writing the recommendation on the back of the envelope and 3) everything should be typed or printed in a legible manner.
3. Scholarship awards must be used for the **2018-2019** academic year.

## **OTHER PERTINENT INFORMATION:**

1. Applicants will be judged on the basis of academic excellence, and financial need.
2. Scholarship funds will be sent directly to the Financial Aid Office of the Texas college or university where the student will use it.
3. Scholarship money will be returned to the **IHCH** if the intended program of study is not completed.
4. In order to receive the award, the scholarship recipients must attend the awards reception (Date to be determined). Only absence due to unforeseeable circumstances will be accepted. In such case, a representative must be present to the award ceremony or the scholarship award will be forfeited.
5. Non-completion of the course requirements by the student may be subject to legal sanctions.
6. Scholarship application forms may be obtained either from The Institute of Hispanic Culture of Houston webpage ([www.IHCH.org](http://www.IHCH.org)), the high school counselor's office, or the financial aid office of the attending junior college, college or university. Applications must be submitted to:

Institute of Hispanic Culture of Houston  
Attn: Scholarship and Awards Committee  
3315 Sul Ross St., Houston, Texas 77098.

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*A Non-Profit 501 (c)(3) Organization*

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## SCHOLARSHIP APPLICATION FOR ACADEMIC YEAR **2018-2019**

**This application has to be fully completed, otherwise it will be rejected. Please type or print neatly and legibly. DEADLINE TO SUBMIT APPLICATION: MUST BE POSTED BY **May 25, 2018.****

				Application Date	
Last Name:		First Name:		Middle Initial:	
				Female ( ) Male ( )	
US Citizen ( ) US Legal resident ( ) SSN: _____		Place of Birth:		Date of Birth:	
Permanent Address		City	State	Zip Code	Home Phone ( ) Work ( )
Current Mailing Address (If different from above)		City	State	Zip Code	Cell phone ( ) Fax Number ( ) E-mail: _____
H.S. or College attending		City	State	Zip Code	Previous IHC Scholarship Recipient Yes ( ) No ( ) Year _____
<b>Student's classification</b> <b>High School:</b> Graduating senior ( ) High school graduate ( ) <b>Class Rank:</b> _____ out of _____ (for example, 10 out of 400) <b>GPA:</b> _____ (Indicate whether grades are based on a scale of 4, 5 or 6) _____ <b>College:</b> Freshman ( ) Sophomore ( ) Junior ( ) Senior ( ) <b>GPA</b> _____ Graduate ( ) <b>GPA:</b> _____					Major field of study (if known):
Do you speak Spanish Yes ( ) No ( )		Where did you learn Spanish? At home ( ) At school ( ) Hispanic country ( ) At work ( ) Other ( )			
Number of years you have studied Spanish: High School: _____ College _____ Other _____			Specify previous residence or study in a Hispanic country (if any): Year _____ Country _____		

What percentage of student's college cost will be paid by the following sources:  
 Parents \_\_\_\_\_%    Student \_\_\_\_\_%    Savings \_\_\_\_\_%    Loan \_\_\_\_\_%    Scholarship \_\_\_\_\_%    Grants \_\_\_\_\_%  
 Other \_\_\_\_\_%

Do you work? Yes ( ) No ( )	Hours per week	Income per week \$	Place of Employment and address:
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Name of program or institution in the State of Texas where scholarship award will be used:

Have you applied for another scholarship or grant? Yes ( ) No ( ). If so, which one(s)?

Name \_\_\_\_\_ Total amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Total amount \$ \_\_\_\_\_

Have you received any scholarship or grant? Yes ( ) No ( ) If so, which one(s)?

Name \_\_\_\_\_ Total amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Total amount \$ \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT:**

This application must be accompanied by **two letters of recommendation** on forms provided by the Institute.

Furthermore, official transcript(s) from all the educational institutions the student has attended must be submitted.

1. An official transcript bears the official seal of the school and the signature of a school official.
2. College freshmen should submit high school transcript(s) as well as college transcript(s).

Student should fill out **Section I** of each recommendation form and give it to the recommending instructor. Once the instructor has filled out **Section II** of the form, s/he will put it in a sealed envelope, sign it on the back and return it to the student.

Only applications accompanied by two letters of recommendation and official transcript(s) will be accepted.

**List names of recommending instructors:**

1. \_\_\_\_\_  
School: \_\_\_\_\_
2. \_\_\_\_\_  
School: \_\_\_\_\_

**ESSAY**

Please write a brief essay (50-100 words) in Spanish or English, summarizing your studies and/or experience in the Hispanic culture. Indicate what you expect to gain from your proposed course of study. Please add a page if necessary.

# INSTITUTE OF HISPANIC CULTURE OF HOUSTON

## RECOMMENDATION FOR SCHOLARSHIP

### Instructions

\* Student should fill out Section I and then give it to the recommending instructor **at least two weeks before application deadline.**

\*\*The instructor will return it to the student no later than May 25, 2018.

**Application deadline:** May 25, 2018

#### **SECTION I** (to be completed by the student\*)

Student's name: \_\_\_\_\_

Student's permanent address: \_\_\_\_\_

School currently attending: \_\_\_\_\_

Applicant's acceptance of confidentiality:

I waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

#### **SECTION II** (to be completed by the instructor\*\*)

After you have filled out Section II, please put this form in a sealed envelope, sign it on the back and **return it to the student no later than May 25, 2018**

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant?

As a student in one of my classes.  Other. Please specify: \_\_\_\_\_

**Please note:** Members of the Scholarship Committee may not write a recommendation for this scholarship unless the student indicates that s/he does not have another teacher who knows her/him as well.

Instructor's signature: \_\_\_\_\_

Instructor's printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Please comment on the following:**

A. Student's achievement in the subject s/he has taken from you.

B. Student's work habits, maturity, emotional stability, attitude and intellectual ability.

C. Please indicate the grade or grades (if you are or were her/his teacher) the student received in your class.

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### SECTION I (to be completed by the student\*)

Student's name: \_\_\_\_\_

Student's permanent address: \_\_\_\_\_

School currently attending: \_\_\_\_\_

Applicant's acceptance of confidentiality:

I waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

### SECTION II (to be completed by the instructor\*\*)

After you have filled out Section II, please put this form in a sealed envelope, sign it on the back and **return it to the student no later than May 25, 2018**

3. How long have you known the applicant? \_\_\_\_\_

4. In what capacity have you known the applicant?

As a student in one of my classes.  Other. Please specify: \_\_\_\_\_

**Please note:** Members of the Scholarship Committee may not write a recommendation for this scholarship unless the student indicates that s/he does not have another teacher who knows her/him as well.

Instructor's signature: \_\_\_\_\_

Instructor's printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Date: \_\_\_\_\_

### Please comment on the following:

D. Student's achievement in the subject s/he has taken from you.

E. Student's work habits, maturity, emotional stability, attitude and intellectual ability.

F. Please indicate the grade or grades (if you are or were her/his teacher) the student received in your class.