



# INSTITUTE OF HISPANIC CULTURE OF HOUSTON

3315 Sul Ross – Houston, Texas 77098 Ph. 713-528-1492 Fax 713-529-1992 E-mail: [institute@ihch.org](mailto:institute@ihch.org)

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## SCHOLARSHIPS FOR THE ACADEMIC YEAR 2011-2012 GENERAL INFORMATION

The Institute of Hispanic Culture is now accepting applications for scholarships that will be granted to high school, college, and medical school students for the 2011-2012 academic year.

Scholarship funds will be in the amount of **\$500.00 to \$1,500.00** each:

Graduating high school senior and college students majoring or minoring in an area of study in the Humanities or Social Sciences related to the Hispanic Culture, and to graduate students specializing in a field related to the Hispanic culture.

### 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 Harris or adjacent counties.
1. High school students need to submit an **official transcript** from their high school(s). 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 Institute 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 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 figure it out themselves and write it on the application form.
7. The Scholarship Committee reserves the right to require evidence of financial need (such as copies of income tax returns)
8. Applicants must participate in an interview in Spanish and English. In addition, students will be required to write and submit a short essay in Spanish immediately prior to the interview.
9. College students must take at least 9 hours per semester.
10. High School applicants must have completed three years of Spanish, or their equivalent, and be ranked in the top half of their class.
11. Second-year college students must have a minimum of two semesters of college Spanish or its equivalent.
12. Third and fourth-year students must have a minimum of four semesters of college Spanish or its equivalent.
13. The scholarship may also be used for any accredited summer or interim program of at least four weeks' duration sponsored by an accredited **HOUSTON-AREA COLLEGE OR UNIVERSITY**. Summer or interim program scholarships can be received only once.
14. All college students must have declared their major or minor in an area of study in the Humanities or Social Sciences related to the Hispanic Culture.
15. To be considered for another one-year scholarship, previous IHC scholarship recipients must reapply and comply with all the conditions listed under General Requirements .

## **VOLUNTEER WORK**

Scholarship recipients are encouraged to do volunteer work at the Institute's 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**).

### **DEADLINE TO SUBMIT APPLICATION:**

1. Applications may be submitted by mail, **postmarked no later than Friday, March 25, 2011** or **hand delivered to the IHC Offices, no later than 5:00 p.m. on Friday, March 25, 2011.**
2. The application must be fully completed, otherwise it will be rejected. Please type or print in a legible manner.
3. Application form must be accompanied by the following:
  - A. Official transcript(s)
  - B. Two letters of recommendation in sealed envelopes, with the signature of the person writing the recommendation on the back of the envelope.
4. Scholarship awards must be used for the 2011-2012 academic year.

### **OTHER PERTINENT INFORMATION:**

1. Applicants will be judged on the basis of academic excellence and financial need.
2. The Scholarship Committee will select students with the highest qualifications and invite them to participate in
3. an interview. The Committee will select the scholarship recipients from the applicants interviewed
4. Scholarship funds will be sent directly to the Financial Aid Office of the college or university in which the
5. student plans to study, after s/he has provided proof of registration to the Institute.
6. Scholarship moneys will be returned to the Institute if the intended program of study is not completed.
7. **IN ORDER TO RECEIVE THE AWARD, THE SCHOLARSHIP RECIPIENTS MUST ATTEND THE AWARDS PRESENTATION BANQUET, (DATE TO BE DETERMINED).**
8. **ONLY ABSENCES DUE TO UNFORSEABLE CIRCUMSTANCES WILL BE ACCEPTED. IF IT IS, A REPRESENTATIVE MUST BE PRESENT AT THE AWARD CEREMONY OR THE SCHOLARSHIP AWARD WILL BE FORFEITED.**
9. Scholarship application forms may be obtained either from the Department of Spanish or the Financial Aid
10. Office of the junior college, college or university in which the student is studying.
11. High school applications may be obtained from the high school counselor's office.
12. Applications may also be obtained at the office of the **Institute of Hispanic Culture of Houston, Inc.** at:

**Attn: Scholarship Committee**  
 3315 Sul Ross, Houston, Texas 77098.  
 Telephone: 713-528-1492  
 Fax (713) 529-1992  
 e-mail: institute@ihch.org



# INSTITUTE OF HISPANIC CULTURE OF HOUSTON

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

3315 Sul Ross - Houston, Texas 77098

Phone (713) 528-1492 Fax (713) 529-1992 e-mail: [institute@ihch.org](mailto:institute@ihch.org) [www.ihch.org](http://www.ihch.org)

**SCHOLARSHIP APPLICATION FOR ACADEMIC YEAR 2011-2012**

**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 FRIDAY, MARCH 25, 2011.**

				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:
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 \$ _____			
<b>Student's signature:</b> _____ <b>Date:</b> _____			

**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.

3. An official transcript bears the official seal of the school and the signature of a school official.
4. 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 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 (100-200 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 **Friday, March 25, 2011.**

**Application deadline: FRIDAY, MARCH 25, 2011.**

### 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 Friday, March 25, 2011.**

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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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 Friday, March 25, 2011.**

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.