NEW MEXICO STATE P.E.O.
SCHOLARSHIP
New Mexico State Chapter

FOR JUNIOR OR SENIOR WOMEN ENROLLEND AS FULL-TIME STUDENTS AT AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY

This is a merit based scholarship

DIRECTIONS TO SPONSORING CHAPTER (Check each box when complete)

□ 1. Have an interview with the candidate. It should include 2 or more chapter members.

□ 2. Vote to sponsor the candidate at a chapter meeting.

□ 3. Download the application form from the State website and complete the Chapter information section. Only then should you give the form to the candidate along with the applicant’s instruction sheet.

□ 4. When the candidate returns the application packet to you, ensure that it is completely and correctly completed. The packet must include:
   □ Official transcript including the most recent term course work and grades
   □ Sealed and signed letter of recommendation
   □ Signed and dated personal resume (2-page limit)
   □ Signed and dated statement of purpose (2-page limit)

□ 5. Ensure the transcript is official by opening the envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.

□ 6. Open the recommendation letter envelope and ensure the applicant’s letter for recommendation follows the instructions on the Applicant’s Sheet.

□ 7. Be sure the resume and statement of purpose follow the instructions on the Applicant’s Sheet.

□ 8. Write a one-page letter of recommendation, prepared by any chapter member excluding a relative of the candidate, computer-generated, signed and dated, to include the following:
   □ applicant’s name
   □ date of interview
   □ date of chapter approval and if a special meeting was held for the vote
   □ how the chapter knows the applicant, including any P.E.O. relationship
   □ specific situations from the nominee’s academic history
   □ specific accomplishments or activities that highlight her qualifications
   □ candidate’s academic and career goals and her potential to achieve them
   □ name, complete address, phone, and E-mail of the chapter’s scholarship representative

This letter must be included in the applicant’s packet

□ 9. Make 4 copies of all material in the packet, including the chapter letter.

□ 10. Send the original and 4 collated copies (5 in all) to the NM Scholarship Chair, postmarked no later than March 1. Do not fold or use staples. Retain one copy for your records.

DEADLINE IS MARCH 1
INCOMPLETE OR LATE APPLICATIONS CANNOT BE CONSIDERED
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DIRECTIONS FOR APPLICANT (Check each box when complete. Retain for your records).

□ 1. Complete the New Mexico P.E.O. Scholarship Application from the state website. Incomplete or outdated forms will not be processed.

□ 2. No later than February 1, have your college/university registrar prepare for you an official transcript, including your most recent course work, and place it in a sealed envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a college/university administrator.

□ 3. Obtain one letter of recommendation that introduces you as a worthy candidate for the New Mexico State P.E.O. Scholarship. The letter must be from a faculty member at the college/university you most recently have attended who is knowledgeable about your academic abilities and initiative. The letter must be original (no photocopies will be accepted), dated no earlier than the previous August 1st, and signed by the person writing the letter. It must be in a sealed envelope, with the writer’s name signed across the flap.

□ 4. Write a personal resume to include the following information. It must be computer generated and no more than 1 page single-spaced or 2 pages double-spaced.

  □ Academic or Special Honors you have received and the dates you received them
  □ Student organizations while Attending College
    o On and off campus
    o Dates of participation
    o Offices held and the dates
  □ Volunteer or community service
    o On and off campus
    o Dates of participation
  □ Athletics/hobbies
  □ Employment history

□ 5. Write a statement of purpose that outlines your goals and how you plan to use your education. The committee expects to see information that will indicate your ability to succeed in achieving your goals. The statement must be computer generated and no more than 1 page single-spaced or 2 pages double-spaced. Sign and date the statement.

□ 6. Send the following items to your sponsoring chapter representative by February 15

  □ Completed application
  □ Letter of recommendation in signed envelope
  □ Resume
  □ Statement of purpose
  □ School transcript in envelope
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Instructions
• You must be sponsored by a local P.E.O. chapter
• You must have completed two undergraduate years by the end of the present academic year.
• This form must be typed or computer generated

Personal Information
Name______________________________________________________________________
Last   First   Middle   Preferred Name
Address_______________________________________________________________________
City_________________________________State____________________Zip____________
E-mail_______________________________________ Cell Phone_____________________
Permanent Address: __________________________________________________________
Date of Birth___________________ Place of Employment ___________________________
Name of Parent, Guardian, or Spouse: ___________________________________________
Address: ________________________________________________________________
E-Mail ____________________________ Telephone _________________________

Educational Information
Name of School You Will Attend: ________________________________________________
Address __________________________________________________________________
Check one:  I will be an undergraduate:   Junior ______ (60 hours or more) Senior _________
Declared Major__________________________________ Minor______________________
Cumulative GPA____ Cumulative Hours Earned _____   Projected Graduation Date ______

Recommending Chapter Information
Name of P.E.O. Chapter Representative___________________________________________
Address_____________________________________________________________________
City/State/Zip__________________________ Chapter Letters___________________________
E-Mail_______________________________________Telephone_________________________

I certify that the above information is correct and complete.  I understand that I am a female
resident of the state of New Mexico and that I will be enrolled as a full-time student (12 hours
or more) the semesters for which I have applied for this scholarship.

_______________________________________        ____________________
Applicant’s Signature                Date