



**SALEM SCHOLARSHIP AWARDS PROGRAM  
APPLICATION AND SUBMISSION INSTRUCTIONS**

Dear Scholarship Applicant:

Thank you for your interest in the Salem Lutheran Church Scholarship Awards. Salem has been blessed in receiving several endowments and bequests from church members that have allowed us to establish this scholarship opportunity. Our Scholarship Committee has designed this application form and process in order to learn more about our candidates.

**REQUIRED DOCUMENTATION (See Submission Instructions, below, for each.)**

- An official copy of your latest transcript**  
From the school you are currently attending or have most recently attended
- Two letters of recommendation**  
One, from a teacher, extra-curricular advisor, or employer; the other from a member of Salem (other than a member of your immediate family)
- Completed Salem Scholarship application (online form)**  
Please answer all questions included in this online application form in a detailed and thoughtful manner.

**Please submit all items by April 15th.** Your transcript and recommendation letters should be submitted to the church office in one large envelope marked “*Scholarship Committee*” . The actual application form is submitted online.

The Scholarship Committee will contact you to schedule a brief and informal interview.

**Submission Instructions:**

- 1) **TRANSCRIPT:** The transcript must be stamped “OFFICIAL” and should be in a sealed envelope directly from the institution. As schools sometimes take time to process these requests, take care of this requirement *right away*.
- 2) **RECOMMENDATIONS:** The recommendation form for the two people you ask to serve as your references can be found here online. Review the form together with them to find out if they have any questions or need additional information. Provide each recommender with a self-addressed stamped envelope; the recommender is instructed to seal the envelope and place her/his signature over the seal to ensure confidentiality. Ask the recommender to return the form to you *prior* to April 15<sup>th</sup> to ensure that you can submit them together with your transcript in one large envelope. Mail it or bring it to the church office.
- 3) **APPLICATION:** Complete all questions and portions of the application. Please provide thorough and thoughtful answers for each item in order to provide the Scholarship Committee with an accurate picture of your experience and your college/career aspirations. Take time to review your answers and carefully check for spelling, grammar/usage, and punctuation errors before submitting. If there are any issues with the online application, please contact us for a hard paper copy that can be used in its place.

*If you have any questions about the application or process, please contact either Pastor Carolyn, or Sue Gdovin at (410) 458-7198 or Gdovin409@gmail.com*