

SCHWARZMAN SCHOLARS

APPLICATION PROCESS OVERVIEW

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All Big 10 candidates work with Scholarship Opportunities Program (SOP) staff, who run the campus advising processes. Read this document while you complete the [Pre-Application](#) and refer to it throughout the application process.

ELIGIBILITY REQUIREMENTS

BE A UCI UNDERGRADUATE

The SOP is funded to advise current UCI undergraduates only. Students at other universities must work with representatives on their campuses.

UCI ALUMNI EXCEPTIONS

In some cases, SOP staff may coach highly motivated recent UCI alumni IF they meet all eligibility requirements and intend to take/are taking a gap year (i.e. year off) before enrolling in a graduate program.

INTERNATIONAL STUDENTS

Schwarzman candidates may be international students (do not need to be U.S. citizens).

SUBMIT A PRE-APPLICATION BY 4/3/17 (NOON)

You must complete and submit a [Pre-App](#) to begin the [application process](#).

BE A JUNIOR, SENIOR, OR RECENT ALUMNUS

Submit a [Pre-Application](#) the spring before your final year on campus. **The full application process lasts six months**, so by the time you complete it you'll be in your final year of study at UCI. If you win a scholarship, you will travel shortly after graduating.

You may also submit a Pre-Application in spring of your final year if you [plan to take a gap year](#) after graduating.

BE GOAL-FOCUSED

This award only funds graduate study in the Schwarzman Scholars one year master's program in Global Affairs at Tsinghua University in Beijing, China.

BE AVAILABLE IN SUMMER 2017

Candidates must participate in draft writing, SOP advising, and correspondence with recommenders and attend a June campus interview for their application(s) to earn UCI endorsement consideration.

BE WILLING TO WORK HARD

You will submit a series of application drafts to SOP staff and receive advising and editing suggestions. You will also [share drafts of application essays](#) with the faculty who will write your [letters of recommendation](#).

Be ready to devote a minimum of 10 hours/week to the process; the commitment is equivalent to that of a part-time job.

BE DEADLINE-ORIENTED

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Pay strict attention to deadlines for Schwarzman, as applicants from China, Hong Kong, Taiwan and Macao have earlier draft and final submission deadlines than U.S. citizens and those from other countries.

You are responsible for ensuring SOP staff receives all application components -- including [letters of recommendation](#) written on behalf of your application(s) -- by SOP deadlines.

Late materials will result in dismissal from the SOP draft feedback process.

COMMUNICATE WITH SOP STAFF

Candidates must maintain regular communication with SOP staff and with recommendation letter writers.

[Email ALL staff](#) to submit drafts or ask questions.

APPLYING FOR MULTIPLE AWARDS

Candidates may apply for multiple scholarships simultaneously. However, consider the work required to apply for each, the variances in application components, letters of recommendation and interview scheduling and the time constraints you'll face this summer.

IS THE SCHWARZMAN SCHOLARS PROGRAM RIGHT FOR YOU?

SELECTING A PROGRAM AND INSTITUTION

Schwarzman's newly designed curriculum includes 5 core courses in which all scholars will participate (leadership, comparative governance, history of China, global issues in economics, and global issues in international relations) and self-selected specialized studies in one of the following three concentrations: public policy, economics/business, or international studies.

Schwarzman students will also participate in a required internship during the spring semester, be matched with mentors, and travel with the cohort on tours outside of Beijing to learn more about Chinese culture.

FACTORS TO WEIGH

Consider location preference, strength of particular overseas programs and institutions, field of study, long-term academic focus, and eligibility requirements relating to GPA and age.

SCHWARZMAN = LEADERSHIP DEVELOPMENT, TSINGHUA UNIVERSITY, CHINA

Funds full-cost of graduate study, travel, supplies and living expenses.

Candidates can be citizens of any country

Approximately 125 annual winners.

All coursework is in English. Intensive Mandarin instruction will be provided throughout the Schwarzman year.

SELECTION CRITERIA

- Academic excellence
- Fitness of qualifications and aspirations with Schwarzman's leadership development program
- Evidence of leadership potential

APPLICATION COMPONENTS

- Online application forms
- *100-word biography
- *750-word personal statement: in a compelling narrative, reveal links between your goals and the Schwarzman program

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- *500-word essay analyzing a social or policy issue of international importance: identify the major players and what is at stake
- *750-word essay on (a) specific example(s) of leadership experience: illuminate how this (these) experience(s) demonstrates your ethics or value systems and personal traits; articulate your definition of leadership; be sure to include what you learned from the experience and how you inspire others through your leadership. Note that one of your letter of recommendation letter writers must speak to the same leadership example(s) in great detail.
- *100-word short answer question revealing something about yourself that readers would not know based on other materials in the application

***Please note that the Schwarzman Scholars program forbids others from editing or providing suggestions to improve your essays, other than strategic advice on appropriate content. Your essay should be a genuine reflection of your writing ability and unique voice.**

- Resume/curriculum vitae
- 60-second video introduction: “Allow the committee to hear you introduce yourself in your own voice and style. A video taken on your mobile, laptop or digital camera will suffice; we do not expect or encourage applicants to use professional equipment, production or editing. Note: the file **must be less than 20MB** in order for you to upload it to the application.”
- [Three letters of recommendation](#) application.” Including one discussion
- Currently enrolled candidates: additional letter of recommendation ([endorsement](#)) from SOP
- Official undergraduate transcripts from all colleges/universities attended

WINNER CHARACTERISTICS

Schwarzman has defined leadership potential as “the ability to conceptualize, articulate and implement new approaches to existing conditions, with determination, energy, course and adaptability to drive change despite obstacles.”

APPLICATION PROCESS TIMELINE

SUBMIT A PRE-APPLICATION BY 4/3/17 (NOON)

You must complete and submit a [Pre-App](#) to begin the campus application process.

ATTEND BIG 10 INFORMATION SESSION

All students who have submitted pre-applications are required to attend one of three information sessions regarding the application process. (Students who are abroad or have unavoidable scheduling conflicts will watch a video of the presentation and pass a quiz.)

At this meeting, you will receive your Student Deadline Table and crucial information about the scholarship process.

REVIEW PRE-APPLICATION FEEDBACK

You will select a personalized advising appointment time to discuss your plan for crafting a strong application. If you will be abroad, [email SOP staff](#) in advance to make arrangements for a virtual meeting.

SUBMIT SIGNED LETTER OF INTENT AND CONSENT FORM TO SOP

You will be provided a letter of intent and consent form to return with signature and must also register for an appointment to view past winning scholarship applications in EEE.

READ PAST WINNING APPLICATIONS

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On file in the SOP office, past winning applications demonstrate successful methods used by past UCI winners to produce compelling and concise research/study proposal and personal statement essays. They also showcase successful formatting amid each application's unique space constraints. **You must request an appointment in advance to view these files**, as we will select the most closely related applications from our extensive archive and have them ready for you.

MEET WITH YOUR FACULTY

After submitting your Pre-Application, meet in person with at least three faculty members. Note that one of your writers must be able to write in detail about the specific example of leadership that you are writing about in your leadership essay.

DISCUSS YOUR PLANS/PROJECT IDEAS

Explain that you'll [furnish him/her with drafts of your application essays](#) as they evolve, and let him/her know when to expect these. Detail your ideas for potential study/research proposals. Ask for advice in narrowing your topic.

REQUEST LETTERS OF RECOMMENDATION

Faculty will [send SOP staff](#) two drafts of unique letters for each relevant scholarship. This enables the SOP to complete the process of application evaluation and feedback. **Candidates are responsible for ensuring faculty have submitted their letter drafts to SOP staff by the deadlines.** Ask if s/he is willing to write a comprehensive letter of recommendation on your behalf and participate in the letter draft process. State that SOP staff will follow up with award-specific content and formatting information.

For more information, please see our handout on [letters of recommendation](#).

SOLICIT INTERVIEW PARTICIPATION

Faculty letter writers are enthusiastically encouraged to serve on your campus endorsement interview committee, which is led by Dean of the Division of Undergraduate Education. Faculty participation complements the expertise of SOP staff and the Dean; your professors are uniquely able to support you by providing discipline-specific commentary and offering feedback on the feasibility of your study or project.

Please also identify potential alternate committee members, such as other faculty or teaching assistants in your field of study. If your letter writers cannot attend or decline to participate in the endorsement interview, we may solicit participation from your suggested alternates.

You will be provided with a form to collect contact information (names, titles, department, email, phone) and availability for June dates on which we will schedule your endorsement interview.

SUBMIT FACULTY SUMMER CONTACT INFO & INTERVIEW AVAILABILITY TO SOP

After you submit this information, SOP staff will email a packet to your faculty about the program(s) to which you are applying, deadlines & formatting requirements for letter drafts, and examples of letters written for past scholarship winners.

CONFIRM SCHOLARSHIPS & PROVIDE ROUGH DRAFTS

Confirm scholarships to which applying; list proposed program(s) & institution(s) for each.

Email essay rough drafts and updated CV [to SOP staff](#) and your faculty.

REGISTER AND BEGIN APPLICATION

Begin the [application form](#) to apply to Schwarzman Scholars. **Do not enter faculty contact information yet.**

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PRACTICE VIDEO INTRODUCTION

Tips for practicing and recording your 30-second video introduction:

- Dress formally as for a job interview.
- Choose a neutral or professional background like a blank wall or tidy bookshelf. Avoid distractions like pets in the room or any messes (laundry, unmade beds).
- Do not complete the video at the last minute. Plan what you will say ahead of time. Allow time for technical problems.
- Demonstrate the qualities of a future leader, such as confidence, maturity, professionalism, friendliness and openness to new experiences, and eloquence. Refer to SOP's [interview tips handout](#) for other tips.
- If you do not have recording equipment, [email ALL staff](#) to request an appointment to record your video at the SOP office.

You may wish to work with a Writing Specialist at the [Center for Excellence in Writing and Communication](#) and/or utilize the [Presentation Studio at the Multimedia Resources Center](#) to improve your oral communication skills and become more comfortable on video.

SUBMIT 1ST APPLICATION DRAFT(S)

Email a complete draft of your application (including forms and essays) to [SOP staff](#) for review and feedback by the deadline. **DO NOT HIT SUBMIT** when saving draft in electronic system. Use screenshots or copy-paste the text to save your draft, since the Schwarzman system cannot export PDFs.

You will also need to provide a copy of your 60-second video introduction. The file size may be too large to transfer by email. You can use a web service like Google Drive, Dropbox, Youtube or Vimeo, or drop off a copy on flash drive or CD/DVD at our office (193 Ayala Science Library).

Email your drafts to your faculty to inform their letters. Confirm that your recommenders have submitted letter drafts to SOP by email. **Do not enter faculty contact information in the application system yet.**

WHAT HAPPENS NEXT

You'll receive feedback from SOP staff and your faculty. Incorporate this feedback into your second draft.

SUBMIT 2ND APPLICATION DRAFT(S)

Email a complete draft of your application (including forms, essays, and video introduction, incorporating feedback from your previous draft) to [SOP staff](#) for review and feedback by the deadline. **DO NOT HIT SUBMIT** when saving draft in electronic system. Use screenshots or copy-paste the text to save your draft, since the Schwarzman system cannot export PDFs.

Confirm that your recommenders have submitted letter drafts to SOP by email. **Do not enter faculty contact information in the application system yet.**

SUBMIT APPLICATION(S) FOR INTERVIEW

[Email full, revised application](#), including video introduction to SOP.

Scan or bring official transcript(s) to SOP.

WHAT HAPPENS NEXT

We will distribute your materials to the members of your interview committee for their review.

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After your interview, if the committee decides to endorse your application, you'll receive feedback to incorporate into your final draft.

CAMPUS INTERVIEW: EARN CAMPUS ENDORSEMENT

The Schwarzman Scholars program will not accept applications directly from current undergraduate students. They will only review applications that university officials have endorsed (nominated). The SOP evaluates candidate applications and, for endorsed candidates, provides a unique, personalized, comprehensive letter of institutional endorsement.

Each candidate is interviewed by a personalized campus committee in June for approximately 60 (for one award) to 90 minutes (if applying for multiple scholarships). The committee evaluates application strength(s) and determines whether it merits endorsement.

Candidates **MUST** attend in person. If you plan to study abroad or otherwise be outside the U.S. during Summer or Fall 2017, alert SOP staff immediately to discuss alternatives.

SUBMIT AUXILIARY INFORMATION

[Email to SOP](#) details of your future academic & career plans; familiarity with the United Kingdom; senior thesis title, topic, findings & relation to your graduate studies; and plans for engaging in community service while abroad. Using information you provide, SOP staff will complete your campus evaluation.

SUBMIT FINAL DRAFTS

Ensure all supplementary application documents, such as essays, CV, video introduction, and official transcript(s), have been uploaded. [Email screenshots or copied text of full application including forms, essays and all supplementary materials to SOP](#). Provide a copy of your final video.

Ensure faculty have submitted final draft letters to SOP by email. **Enter faculty contact information in the application system.**

FINAL DEADLINE

China, Hong Kong, Taiwan, Macao: E-submit complete application via electronic system by **May 31, 2017**.

U.S. & all other countries: E-submit complete application via electronic system by **September 1, 2017 [projected]**.

TIP: Submit several days earlier to avoid last-minute technical difficulties from heavy server traffic.

WHAT HAPPENS NEXT

SOP staff will confirm receipt of a copy of your complete application and supplementary materials (letters of recommendation, etc.) and will upload your campus endorsement letter.

AFTER you receive confirmation from SOP, submit the complete application via the electronic system. You will have submitted your application to the funding agency.

SCHWARZMAN SCHOLARS ADMISSIONS REVIEWS YOUR APPLICATION

IF SELECTED TO INTERVIEW

For 2017, Finalists from China, Hong Kong, Taiwan and Macau will be invited to interview in Beijing in July. Finalists from the US and all other countries will be invited to interview in late October/early November. Candidates may choose to interview in three locations (probably Bangkok, London, or New York). Travel to interviews will be fully funded except for passport/visa fees.

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Five to seven high-level people from industry, academia or government and nonprofits interview students for approximately 25 minutes. Interviewers may ask students detailed questions about any part of the application, especially leadership experiences, as well as “curveball” questions taken from “recent news headlines” that are outside their area of expertise. Demonstrating humility is key to successful Schwarzman interviews. Be ready to introduce yourself and briefly explain how Schwarzman Scholars is key to your professional interests. At 25 minutes, the interview will conclude, possibly abruptly.