Enable Navigation Pane for best navigation: TO ACCESS: In the View tab, check the Navigation Pane box (in the Show/Hide group). Click Map headings to jump throughout the document.

Read this document while you complete the Pre-Application and refer to it throughout the application process.

GEORGE J. MITCHELL SCHOLARSHIP: ELIGIBILITY REQUIREMENTS

BE A UCI UNDERGRADUATE
The SOP is funded to advise current UCI undergraduates only. Students at other universities must work with fellowship advisors on their campuses.

UCI UNDERGRADUATE JUNIORS & SENIORS
Submit a Big 10 Pre-Application in the spring before your final year on campus. The full application process lasts approximately 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” (i.e., a year off) after graduating.

UCI ALUMNI
If space permits, SOP staff may coach highly motivated recent UCI alumni, within 1 year of graduation, who meet all eligibility requirements and are taking multiple “gap years” before enrolling in a graduate program.

If you will be enrolled in a graduate program in Fall, please seek advising from the Mitchell Scholarship Advisor at your new graduate institution, since the final application will be submitted in Fall.

If you graduated more than one year ago or decline to participate in the campus advising and endorsement process, you may simply apply directly to Mitchell as an “At-large” candidate.

MEET AGE AND CITIZENSHIP GUIDELINES

AGE
Mitchell Scholarship applicants must be between 18-30 years old on September 29, 2018. Students outside this age range may consider Big 10 awards without age restrictions, such as the Fulbright U.S. Student Program.

CITIZENSHIP
The U.S.-Ireland Alliance accepts Mitchell Scholarship applications from U.S. citizens only.

SUBMIT A PRE-APPLICATION BY 4/9/18 (NOON)
All applicants must complete and submit a Pre-App to begin the application process.

BE GOAL-FOCUSED
The Mitchell Scholarship funds 1 year of graduate study at a university in Ireland or Northern Ireland. Be able to articulate your specific graduate program goals for Fall 2019.

BE AVAILABLE IN SUMMER 2018
Candidates must participate in draft writing, SOP advising, and correspondence with recommenders, as well as attend an August campus interview 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

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 jeopardize UCI endorsement consideration, which is necessary to continue the process.

## COMMUNICATE WITH SOP STAFF

Candidates must maintain regular communication with SOP staff and with recommendation letter writers. Email ALL SOP staff for quickest response to 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 MITCHELL RIGHT FOR YOU?

### FACTORS TO WEIGH

#### SELECT A GRADUATE PROGRAM AND INSTITUTION

Funds one year of postgraduate study in any field at a university in the Republic of Ireland or Northern Ireland (funding for Northern Ireland is available in 2019). Award covers tuition, housing, living expenses and an international travel stipend.

Consider location preference, reputation of particular Irish programs and institutions, available fields of study, and fit with your long-term academic focus. Ask your faculty for guidance as you narrow your options.

Read the U.S.-Ireland Alliance’s description of Institutions of Higher Learning and Fields of Study.

Candidates should carefully examine the degree residence requirements at each university, as master’s programs can be for 1 or 2 years, but the Mitchell Scholarship funds only 1 year.

Rank your top 3 to 5 graduate program choices within Ireland, as you must include your first choice and additional back-up selections on your application forms.

#### CONSIDER FUNDING ODDS

With just 12 annual winners selected, the Mitchell Scholarship is among the most competitive in the world, receiving 326 applications for 2018-19 enrollment. There is no minimum GPA required, but the average winner has a 3.7 or higher.

#### SELECTION CRITERIA

Administered by the US-Ireland Alliance, the scholarship aims to connect the next generation of young leaders to Ireland while creating a community of Scholars committed to service, integrity, intellectual curiosity, and imbued with a sense of responsibility to each other and society.
GEORGE J. MITCHELL SCHOLARSHIP
APPLICATION PROCESS OVERVIEW

- Academic excellence
- Leadership
- Sustained commitment to service and community
- Sufficient undergraduate preparation for proposed course of study
- Demonstrated interests in strengthening Irish-European-US relationships or in making people-to-people connections across borders.

WINNER CHARACTERISTICS

Outstanding cultural ambassadors; demonstrated potential to perform well in chosen Irish program of study (knowing that students are unlikely to find as much support, encouragement, or on-going academic feedback in an Irish university as they have at UCI); ability to contribute as a member of a team yet be independent.

APPLICATION COMPONENTS

- 1 essay: 1000-word personal statement describing your field of interest and the justification for your proposed study in Ireland or Northern Ireland. *Please note that the Mitchell Scholarship forbids others, from editing or providing suggestions to improve your personal statement. Your essay should be a genuine reflection of your ideas, writing ability, and unique voice.
- Four letters of recommendation - Two must come from faculty with whom you have done academic work.
- Official transcript(s)
- Proof of U.S. citizenship, scan of signature, and passport-size photo
- Letter of institutional endorsement from UC Irvine, if you are a full-time student.

APPLICATION PROCESS TIMELINE

SUBMIT A PRE-APPLICATION ON TIME

You must complete and submit a Pre-App to begin the campus application process.

COMPLETE BIG 10 ONLINE INFORMATION SESSION

All students who have submitted pre-applications are required to watch a video overview of crucial information about the scholarship application process and pass a quiz.

PERSONALIZED ADVISING: REVIEW PRE-APPLICATION FEEDBACK

Using the Appointments system, you will select a personalized advising appointment time to meet with SOP advisors and discuss your plan for crafting a strong application. If you will be off-campus or abroad, email SOP staff in advance to make arrangements for a virtual meeting.

SUBMIT CONSENT FORM AND SIGN-UP TO VIEW PAST WINNING APPLICATIONS

Using the link in the SOP Candidate Portal, complete the SOP Applicant Consent Form about your rights and duties as a scholarship applicant. You must also sign-up for an appointment to view past winning scholarship applications.

If you do not have or forgot the portal password, please check your deadline reminder message from our office, or email SOP staff for assistance.

WAIVER OF RIGHT OF ACCESS TO LETTERS OF RECOMMENDATION

SOP staff encourage you to waive the right of access to letters of recommendation. Your faculty will be more comfortable writing a confidential letter, and admissions officers and scholarship reviewers will likely perceive
**GEORGE J. MITCHELL SCHOLARSHIP**  
**APPLICATION PROCESS OVERVIEW**

your letters as more honest in the assessment of your abilities, strengthening their credibility as part of your overall application file. If you do not waive your right, SOP staff will notify your faculty of your decision.

**READ PAST WINNING APPLICATIONS**

On file in the SOP office, past winning applications demonstrate successful methods used by past UCI winners to produce compelling and concise essays and resumes. They also showcase successful formatting for 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 and discuss whether they will write a letter of recommendation for you.

**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 and discuss feasibility of proposed plan.

**REQUEST LETTERS OF RECOMMENDATION**

Faculty supporting Mitchell candidates must release letter drafts to SOP as required components of your application package for campus endorsement consideration.

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. **Candidates are responsible for ensuring faculty have submitted their letter drafts to SOP staff by the deadlines.**

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 a 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.

**SUBMIT FACULTY CONTACT INFO**

Using the link in the SOP Candidate Portal, submit your recommenders’ names and contact information (title, department, email address, and phone numbers).

If applying for multiple awards, indicate which faculty will be writing for which award. SOP staff will email a packet to your faculty about the program(s) to which you are applying, deadlines & formatting requirements for letter submission, and offer access to examples of letters written for past scholarship winners, or optional SOP staff review of their letter drafts.

**CONFIRM SCHOLARSHIPS & PROVIDE ROUGH DRAFTS**

Using the EEE link in the SOP Candidate Portal, identify your grant type and host country. Study/Research candidates must identify your desired host institution/academic program.
Provide copies of brainstorming materials (such as outlines or notes) or rough essay drafts and updated CV/resume to SOP staff.

Email a copy of your materials to your faculty and your assigned Writing Specialist.

**Recommended: Provide copy of email to potential Letter of Affiliation Writers**

Letters of Affiliation (LOAs) are brief, informal invitations from a faculty member at your graduate institution of choice to mentor you in a particular course of study or research *should you receive the scholarship*. You are encouraged to identify at least one appropriate affiliate and make contact with them to request a letter of affiliation.

Recommended: Using the EEE link in the SOP Candidate Portal, provide SOP staff with a copy of your initial email to at least one potential letter of affiliation writer.

For more information, see our handout on letters of affiliation.

**Select Your Campus Endorsement Interview Time**

You will be provided with a form for collecting the availability of your faculty to attend your August campus endorsement interview.

Using the Appointments system and the availability of yourself and your faculty, you will select your campus endorsement interview time. List names of your faculty who can attend in the “Reason” box. If you or your faculty will be off-campus and need accommodations to attend virtually, please add this to the “Reason” box.

If you have extenuating circumstances that require your interview to be convened earlier than August, email SOP staff for assistance. We do not convene interviews later than August.

SOP staff will email our Deans and your listed faculty with instructions for confirming participation in campus endorsement interviews. We reserve the right to reschedule your interview if availability of staff, faculty Deans, or interview rooms changes and will notify you promptly of any changes in your interview time.

**Register & Begin Application(s)**

Access this year’s application.

**Register UCI Information**

This step allows SOP staff to view your application and provide you with edits. You will not be considered for campus endorsement if you do not complete this step.

★ **Register Institutional Endorser:** Identify Rose Jones; University of California, Irvine; 193 Science Library, Irvine, CA 92697-5695; (949) 824-7765; rjones@uci.edu.

**Submit 1st Application Draft(s)**

All drafts must be submitted to SOP, not to scholarship funding agencies, and must include the components (forms & essays) of a complete application.

Draft and save your essay. Complete all sections of the application form EXCEPT faculty contact information. Save draft in electronic application system so SOP staff may access. DO NOT HIT SUBMIT when saving draft in the electronic system. Email essay to your faculty to inform their letter drafts.

Recommended: Forward to your primary SOP staff advisor any email response you have received from a potential Letter of Affiliation writer at an Irish university, or the formal letter of affiliation if you have already received it.

Email your essay draft to faculty letter writers.
WHAT HAPPENS NEXT

You’ll receive feedback from SOP staff on everything but the Personal Statement, as Mitchell forbids feedback on this essay. Incorporate this feedback into your second draft.

SUBMIT 2ND APPLICATION DRAFT(S)

Revise and save your essay. Revise all sections of the application form EXCEPT faculty contact information, incorporating feedback.

Save draft in electronic application system so SOP staff may access. DO NOT HIT SUBMIT when saving draft in the electronic system.

Recommended: Forward to your primary SOP staff advisor any new email response you have received from a potential Letter of Affiliation writer at an Irish university, or the formal letter of affiliation if you have already received it.

Email your revised essay to faculty letter writers.

WHAT HAPPENS NEXT

You’ll receive feedback from SOP staff on everything but the Personal Statement, as Mitchell forbids feedback on this essay. Incorporate this feedback into your Interview draft.

SUBMIT APPLICATION(S) FOR INTERVIEW

Revise all sections of the application form, EXCEPT faculty contact information, incorporating feedback.

Save draft in electronic application system so SOP staff may access. DO NOT HIT SUBMIT when saving draft in electronic system.

Email your Personal Statement to SOP staff as a Word or PDF document for the committee to read easily.

Recommended: Forward to your primary SOP staff advisor any new email response you have received from a potential Letter of Affiliation writer at an Irish university, or the formal letter of affiliation if you have already received it.

WHAT HAPPENS NEXT

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

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 US – Ireland Alliance 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, signed by the Dean of the Division of Undergraduate Education.

Each candidate is interviewed by a personalized campus committee in August 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 2018, alert SOP staff immediately to discuss alternatives.
**ENDORSED CANDIDATES: NEXT STEPS**

**ENTER FACULTY CONTACT INFORMATION**
Please enter contact information for your faculty to upload their letters in the [electronic system](#).

**SUBMIT AUXILIARY INFORMATION**
Using the EEE link in the [SOP Candidate Portal](#), respond to SOP questions about your future academic & career plans; familiarity with Irish culture, history and current affairs; senior thesis title, topic, findings & relation to your graduate studies; and plans for engaging in extracurricular activities or community service while abroad. Using information you provide, SOP staff will complete your campus evaluation.

If you are applying for multiple awards, please complete this form only ONCE.

**ORDER OFFICIAL TRANSCRIPTS**
Purchase official transcripts from the [UCI Registrar’s Office](#) and from other colleges or universities (including community/junior colleges) at which you’ve completed undergraduate work.

A fee is typically required for each official transcript.

If mailing transcripts directly to SOP, please send to: Scholarship Opportunities Program, 193 Science Library, University of California, Irvine, CA 92697-5695.

If ordering transcripts for pick-up in-person at the Registrar’s Office, do not open the sealed envelope. Please bring it to SOP intact. SOP staff must certify that we opened your transcript.

**WHAT HAPPENS NEXT**
SOP staff will confirm receipt of your official transcript(s) and provide you a scan for uploading in the electronic application system.

**SUBMIT FINAL DRAFT(S)**
Incorporate interview feedback. Review all parts of your application for accuracy and completeness.

Upload all items, including proof of citizenship and photograph, to electronic application system. DO NOT HIT SUBMIT when saving draft in electronic system.

Ensure faculty have submitted all finalized letters via the electronic system AND have emailed to SOP.

SAVE and provide a copy of your finalized, full application (including essays and all required components) including forms, Activities List, and Personal Statement to [SOP staff](#).

**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 by the [Application Deadline](#). You will have submitted your application to the funding agency.

**US – IRELAND ALLIANCE REVIEWS YOUR APPLICATION**

**VIDEO INTERVIEWS**
The Mitchell Scholarship requires a video interview shortly after submission of your application. The interview is approximately 10 minutes, including three randomly selected questions as well as a fourth question at the end where you can clarify any previous response or add new information.
The Mitchell website offers the following advice: “We want the answers to be spontaneous and not prepared. The best advice we can give you is to ‘relax and be yourself.’ We are not asking complicated questions about nuclear fission. We are asking simple questions to get to know you. You will know the answers.”

In late October, the selection committee conducts additional Skype interviews with semi-finalists.

**FINALIST INTERVIEW**

Approximately 20 Mitchell Finalists are interviewed in Washington, D.C. in person on the same Saturday prior to Thanksgiving as the Rhodes interview (you may not interview for both awards). The scholarship program provides hotel but generally does not provide travel costs. Winners will be notified approximately 1 day after interviews conclude.