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.

**SCHWARZMAN SCHOLARS: ELIGIBILITY REQUIREMENTS**

**BE A UCI UNDERGRADUATE**

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

**BE A JUNIOR, SENIOR, OR RECENT ALUMNUS**

Submit a Big 10 Pre-Application in the spring before your final year on campus. The full application process lasts approximately two to 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. 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.

**MEET AGE AND CITIZENSHIP GUIDELINES**

**AGE**

Schwarzman Scholars applicants must be between 18-28 years old on August 1, 2019. Students outside this age range may consider Big 10 awards without age restrictions, such as the Fulbright U.S. Student Program.

**CITIZENSHIP**

Schwarzman Scholars accepts applications from students from any country. Citizens of China, Taiwan, Hong Kong, and Macau are reviewed separately from applicants from the U.S. and all other countries.

Special note on D.A.C.A.: Students with Deferred Action for Childhood Arrivals (D.A.C.A.) are permitted to apply to Schwarzman and seek Advance Parole for travel to China; however, please note that due to political uncertainty with regard to the future of the D.A.C.A. and Advance Parole, re-entry to the United States is not guaranteed. Students in this situation should proceed with extreme caution at this time.

**ENGLISH LANGUAGE PROFICIENCY**

Schwarzman Scholars courses are taught in English. If you are a non-native speaker of English, and have studied fewer than two years at UC Irvine or other US colleges, you must submit Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores.

**SUBMIT A PRE-APPLICATION BY THE DEADLINE FOR YOUR CITIZENSHIP STATUS**

You must complete and submit Pre-App to begin the application process. Citizens of China, Taiwan, Hong Kong, and Macau should complete the pre-application by March 11, 2019 at 12 noon. Citizens of all other countries, including the U.S., should complete the pre-application by April 8, 2019 at 12 noon.

**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 2019**

Candidates must participate in draft writing, SOP advising, and correspondence with recommenders.

**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 or four-unit summer course.

BE DEADLINE-ORIENTED

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 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 THE SCHWARZMAN SCHOLARS PROGRAM RIGHT FOR YOU?

SELECTING A PROGRAM AND INSTITUTION

Schwarzman College’s curriculum includes core courses in which all scholars will participate (encompassing leadership, global issues in international relations, and Chinese political, social and economic history). Students also self-design an individualized course plan from offerings that include public policy, economics and business, and international studies, and are empowered to curate a curriculum tailored to their own interests and needs. In addition, approximately 85% of scholars elect to continue Mandarin language and writing coursework beyond the first semester.

Schwarzman students will also be matched with professional mentors, travel with the cohort on “deep-dive” tours outside of Beijing to deepen their cultural competency, and arrange their own participation in a required internship during the spring semester.

It should be noted that Schwarzman is not a substitute for a Master’s in Business Administration or any other traditional professional or academic master’s program, and many scholars choose to earn those degrees separately either before or after enrollment in the Schwarzman Scholars Master’s in Global Affairs.

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 = GLOBAL AFFAIRS LEADERSHIP DEVELOPMENT, TSINGHUA UNIVERSITY, CHINA

Funds full-cost of graduate study, travel, supplies, and living expenses.
Candidates can be citizens of any country.
Approximately 150-200 annual winners.
All coursework is in English. Intensive Mandarin instruction will be provided throughout the Schwarzman year.

SELECTION CRITERIA

- Academic excellence and intellectual ability.
SCHWARZMAN SCHOLARS: OPTIONAL ADVISING
APPLICATION PROCESS OVERVIEW

- Fitness of qualifications and aspirations with Schwarzman’s leadership development program:
  - Evidence of significant leadership potential.
  - Focused career goals (typically at the national or international level).
- Innovative mindset:
  - Strategic risk-tasking, entrepreneurial spirit, and the ability to anticipate and act on emerging trends and opportunities;
  - Exemplary character and integrity;
  - Open-mindedness, and the desire to understand other cultures, perspectives, and positions.

APPLICATION COMPONENTS

1. Online application forms:
   a. Citizens of China, Hong Kong, Taiwan and Macau: Use the China Admissions portal.
   b. Citizens of the United States and all other countries: Use the U.S./Global Admissions portal.

2. **100-word biography:** “Your submitted biography will be used throughout the selection process and on the Schwarzman Scholars website if you are selected for the program. Summarize your main leadership accomplishments in academics, extra-curriculars, and professional experience.
   a. “Your bio should end with your age and country of citizenship. For reference, review profiles of selected scholars.”

3. **Two essays:** Essay and short answer prompts and word limits are subject to change.
   a. **750-word Leadership Essay:** “Describe at least one distinct example that best illustrates your leadership.” Please note that one of your letter of recommendation letter writers must speak to the same leadership example(s) in great detail.
      i. “This may draw from your professional, academic or personal life when you demonstrated leadership qualities which highlight:
         1. The intellectual/analytical abilities to identify and understand challenges and opportunities, and envision solutions;
         2. The initiative to act and communicate why;
         3. Interpersonal skills to inspire a team effort, and
         4. An ability to push through resistance and/or challenges to reach positive results/change for the better.
      ii. “Outline the situation in detail, along with your learning and growth, and how you envision this will impact your future aspirations to be a future leader. Consider the following:
         1. What was the problem or issue you identified, and why did you choose to act? What was your plan of action?
         2. What obstacles or challenges did you face, and how did you overcome them?
         3. What were the outcomes and impact on the community or purpose?
         4. What did you learn and/or what lessons would you pass on to others? How did you learn from any mistakes/missteps?
         5. How has this experience shaped you as a leader, and how does it connect with your vision for future leadership aspirations?”
   iii. Tips:
      1. Articulate your definition of leadership, and use your example to show how you apply this definition to your interaction with a team;
      2. Illuminate how this (these) specific experience(s) demonstrate(s) your ethics or value systems and personal traits.
**SCHWARZMAN SCHOLARS: OPTIONAL ADVISING**  
**APPLICATION PROCESS OVERVIEW**

b. **500-word Statement of Purpose essay:** “Describe your professional interests and goals and how they relate to some current affairs or global business issue of importance.

i. “What particular current social, cultural, or global issue/topic is your focus of interest? What are the major factors driving change on this issue?”

ii. Why are you interested in this issue, and what is your vision to lead positive impact in the future? How can you make a difference?

iii. How will the Schwarzman Scholar program and a deeper knowledge of China’s role in the world advance your personal goals and specific areas of interest?”

iv. Tip: Reveal the fit between your values and the Schwarzman Scholars program.

**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 ESSAYS SHOULD BE A GENUINE REFLECTION OF YOUR WRITING ABILITY AND UNIQUE VOICE.**

4. Two-Page Resume:
   a. Instead of listing all accomplishments, include the experiences that most closely relate to the Schwarzman Scholars selection criteria.
   b. For each position held, do not list all duties exhaustively. Schwarzman reviewers prefer to read just a few key accomplishments that are original to you, such as improvements you made to existing programs or new programs that you introduced, and measures for your success.

5. Three letters of recommendation: “Recommenders should know you well and be able to speak to your intellectual abilities, personal characteristics and/or leadership potential. The letters should be written in English. If not, a translation must be provided and combined with the original letter uploaded by the recommender. We will only accept online letters of recommendation.

   a. “Currently Enrolled Undergraduates” should have two letters from professors who can speak to your academic abilities, and one letter specifically addressing your leadership abilities (this can be from an employer, supervisor, mentor, faculty member, advisor, or other).

   b. Recent graduates “should have one letter from a Professor, one letter specifically addressing your leadership abilities, and for the final one, you should choose from the following options that will best represent your current profile: an employer or mentor, additional academic letters, or some combination of the above options.”

6. Official undergraduate transcripts from all colleges/universities attended.

7. (Optional) 60-second video introduction: “Please introduce yourself in any style or setting you think best conveys your interests and personality. 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.”

WINNER CHARACTERISTICS

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

SOP staff encourage browsing the biographies of recent Schwarzman Scholars to see examples of the type of leadership and achievement that Schwarzman expects from students with different majors and career paths.
APPLICATION PROCESS TIMELINE

SUBMIT A PRE-APPLICATION ON TIME

You must complete and submit Pre-App to begin the campus application process. SOP staff will review your Pre-App and email you instructions for your first tasks, which include joining the Big 10 Canvas course, completing an online information session, and booking a personalized advising meeting.

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. Instructions in Canvas.

PERSONALIZED ADVISING: MEET SOP ADVISORS

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 abroad, email SOP staff in advance to make arrangements for a virtual meeting.

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. Applications are in binders and available for you to view during business hours (Monday – Friday 9:00-4:00 pm) on a drop-in basis.

SUBMIT APPLICANT CONSENT FORM

Following instructions in Canvas, complete the SOP Applicant Consent Form to confirm which specific scholarship(s) you will pursue and agree to your rights and duties as a scholarship applicant. The Applicant Consent form represents the official start of your scholarship application process.

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 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.

VIDEO CHECK-INS

Research the details of your scholarship and graduate program in greater depth, and meet with faculty and other mentors who you would like to write your letters of recommendation. You will keep your SOP Primary Advisor updated about your progress using video check-ins.

MEET WITH POTENTIAL RECOMMENDERS

Meet (in person) with potential recommendation letter writers and discuss whether they will write a letter of recommendation for you. Let them know whether you want them to focus on academic performance (usually faculty) or leadership experience.

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. Ask for advice on narrowing your career goal and for tailoring the Schwarzman curriculum toward your unique academic and professional interests. If you are applying to other graduate programs, make sure they know how Schwarzman Scholars is unique among your programs of interest.

Request Letters of Recommendation

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.
Schwarzman Scholars: Optional Advising
Application Process Overview

For more information, please see our handout on letters of recommendation.

Record Video Check-ins
Follow instructions in Canvas to record and submit brief video check-ins. After watching your videos, your SOP Primary Advisor will provide feedback and guidance.

Submit Faculty Contact Info
Following detailed instructions in Canvas, submit your recommenders’ names and contact information. 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.

Draft Application Materials
Review application components and essay prompts. Begin drafting your essays and resume.
If you would like help with brainstorming or understanding the prompts, book an appointment with your SOP Primary Advisor. Bring your materials (such as outlines or notes) to the appointment.

Submit 1st Application Draft
Following detailed instructions in Canvas, submit your 1st draft of your essays and resume to SOP staff.
Email your drafts to your recommenders to inform their letters. Let them know that Schwarzman does not allow line editing feedback. This means you can only discuss the ideas in your essay with them and cannot receive grammar or word choice feedback.

What Happens Next
You’ll receive feedback from SOP staff and your faculty. Incorporate this feedback into your 2nd draft.

Register in Schwarzman Scholars Application System
Begin the application form to apply to Schwarzman Scholars. Make sure you are using the correct electronic application system for your citizenship (China/Taiwan/Hong Kong/Macau, or US/Global).
As you begin to draft your application forms, do not enter faculty contact information yet. You will enter it after your 2nd draft.

Save. Do Not Hit Submit when saving the draft in the electronic system.

Order Official Transcripts
Order official transcripts from the UCI Registrar’s Office and form other colleges or universities (including community/junior colleges) at which you’ve completed undergraduate coursework. A fee may be required.

Submit Transcripts to SOP
To submit by mail, provide SOP’s mailing address on your transcript request forms: Scholarship Opportunities Program, 193 Science Library, University of California, Irvine, Irvine, CA 92697-5695.
To submit in-person: Do not open the sealed envelope. Drop off your transcript at the Writing Center front desk at 193 Science Library. Front desk staff will give it to your SOP Primary Advisor.

Submit 2nd Application Draft
Revise essays and CV/resume according to feedback from staff/faculty and save your drafts.
Finishing draft all sections of the Schwarzman Scholars online application form (China/Taiwan/Hong Kong/Macau, or US/Global). Save. Do Not Hit Submit when saving the draft in the electronic system. Take screenshots of the application forms, or copy-paste the text to save your draft, since the Schwarzman system cannot export PDFs.
SCHWARZMAN SCHOLARS: OPTIONAL ADVISING
APPLICATION PROCESS OVERVIEW

Following detailed instructions in Canvas, submit your application form screenshots, revised essays and resume to SOP staff. This is the final draft on which you will receive written feedback. Scan or bring official transcript(s) for all college coursework to SOP. Email your drafts to your faculty to inform their letters. Enter faculty contact information in the application system.

PRACTICE VIDEO INTRODUCTION

Tips for practicing and recording your 60-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, openness to new experiences, and eloquence. Refer to SOP’s interview tips handout for other tips.
- If you do not have recording equipment, email SOP 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 VIDEO INTRODUCTION

Following detailed instructions in Canvas, submit your draft of the 60-second video introduction to SOP staff.

WHAT HAPPENS NEXT

You’ll receive feedback from SOP staff. Incorporate this feedback into your final video.

ENTER FACULTY CONTACT INFORMATION

After you receive application form feedback from your SOP Primary Advisor, Enter faculty contact information in the application system.

SUBMIT FINAL APPLICATION DRAFT

Revise application forms, essays, CV/resume, and video introduction according to feedback from staff/faculty and save your drafts.

Carefully proofread all of your Schwarzman materials for grammar and word choice before submission. Use all of the strategies for proofreading that you have learned, such as reading aloud to yourself, checking for one type of error at a time, and reading them backwards from the end to the beginning. Do not ask anyone for proofreading assistance.

Following detailed instructions in Canvas, submit your application form screenshots, revised essays and resume to SOP staff.

WHAT HAPPENS NEXT

SOP staff will make a final accuracy check on your application to ensure you have completed all application requirements. We will then confirm whether you need to make updates or are ready to submit your finalized application to Schwarzman Scholars.

SUBMIT APPLICATION TO SCHWARZMAN SCHOLARS
SCHWARZMAN SCHOLARS: OPTIONAL ADVISING
APPLICATION PROCESS OVERVIEW

Ensure all supplementary application documents, such as essays, CV, video introduction, and official transcript(s), have been uploaded. SAVE a copy of your final materials for your records. Ensure faculty have submitted final draft letters to the electronic system. When you are ready, press SUBMIT.

FINAL DEADLINE

China, Hong Kong, Taiwan, and Macao: Submit complete application via electronic system by May 31, 2019 at 23:59 Beijing time [8:59 a.m. California time].

U.S. & all other countries: Submit complete application via electronic system by September 26, 2019 at 8:59 p.m. California time [projected].

TIP: Submit several days earlier to avoid last-minute technical difficulties from heavy server traffic. If you are late, your application will not be accepted.

SCHWARZMAN SCHOLARS ADMISSIONS APPLICATION REVIEW

IF SELECTED TO INTERVIEW

If you receive an invitation to interview, contact SOP staff to arrange a mock interview to help you prepare and to read about past applicants’ interview experiences.

Finalists from China, Hong Kong, Taiwan, and Macau will be invited to interview in Beijing in July. Finalists from the U.S. 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.

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 and the ability to handle conflicts, especially with those who hold different beliefs and values from your own, 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.