**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](https://web.due.uci.edu/sop/preapplication.aspx) 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](https://web.due.uci.edu/sop/preapplication.aspx) 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, 2018. Students outside this age range may consider Big 10 awards without age restrictions, such as the [Fulbright U.S. Student Program](http://scholars.uci.edu/scholarships/fulbright/).

### 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 a [Pre-App](https://web.due.uci.edu/sop/preapplication.aspx) to begin the [application process.](#_Earning_Campus_Endorsement) Citizens of China, Taiwan, Hong Kong, Macau should complete the pre-application by **March 12, 2018 at 12 noon**. Citizens of all other countries, including the U.S., should complete the pre-application by **April 9, 2018 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 2018

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](#_CONFIRM_SCHOLARSHIPS_&) with the faculty who will write your [letters of recommendation.](#_Request_Letters_of)

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](#_Request_Letters_of) 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](#_Be_Willing_to), 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 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 150-200 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 Statement of Purpose and Leadership: In a compelling narrative with evidence of your leadership experience, reveal links between your goals and the Schwarzman program. Tips:
	+ Articulate your definition of leadership;
	+ Provide specific example(s) of leadership experience;
	+ Illuminate how this (these) experience(s) demonstrate(s) your ethics or value systems and personal traits;
	+ Include what you learned from the experience and how you inspire others through your leadership.
* Please note that one of your letter of recommendation letter writers must speak to the same leadership example(s) in great detail.
* \*500-word essay analyzing a social or policy issue of international importance: Identify the major players and what is at stake.
* \*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](#_Request_Letters_of" \o "Letters of Recommendation)
* Official undergraduate transcripts from all colleges/universities attended
* English language proficiency scores, if applicable.

**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](https://www.schwarzmanscholars.org/scholars/2019/) 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 a [Pre-App](https://web.due.uci.edu/sop/preapplication.aspx) 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

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.

## Submit CONSENT FORM and sign-up to view past winning applications

Using the link in the [SOP Candidate Portal](http://sites.uci.edu/sopcandidates/), 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 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. 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](#_CONFIRM_SCHOLARSHIPS_&) as they evolve, and let him/her know when to expect these. Detail your ideas for pursuing one of the three Schwarzman Scholars concentrations (Business/Econ, Public Policy, or International Studies). Ask for advice on narrowing your career goal, too. If your faculty member is knowledgeable about Chinese culture and policy, you can also brainstorm your topic with him or her for your Current Affairs essay.

### 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.

For more information, please see our handout on [letters of recommendation](http://sites.uci.edu/sopcandidates/files/2015/10/Asking-for-Letters-of-Recommendation.pdf).

## SUBMIT faculty contact info

Using the link in the [SOP Candidate Portal](http://sites.uci.edu/sopcandidates/), 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.

## CONFIRM SCHOLARSHIPS & pROVIDE ROUGH DRAFTS

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

Using the link in the SOP Candidate Portal, submit brainstorming materials (such as outlines or notes) or rough essay drafts and updated CV/resume to SOP staff, and email a copy of your materials to your faculty.

## register and begin application

Begin the [application form](http://schwarzmanscholars.org/) to apply to Schwarzman Scholars. Make sure you are using the correct electronic application system for your citizenship ([China/Taiwan/Hong Kong/Macau](http://en.sc.tsinghua.edu.cn/admissions/index.jhtml), or [US/Global](https://www.schwarzmanscholars.org/admissions/application/)).

**Do not enter faculty contact information yet. You will enter it *after* your 2nd draft.**

## 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](http://scholars.uci.edu/wp-content/uploads/sites/37/2017/01/Interviewing-Tips.pdf) 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](http://www.writingcenter.uci.edu/) and/or utilize the [Presentation Studio at the Multimedia Resources Center](http://www.lib.uci.edu/services/mrc/presentation-studio.html) to improve your oral communication skills and become more comfortable on video.

## Submit 1st application draft(s)

Fill out **ALL FORMS** in the Schwarzman electronic application, except **the** faculty contact information**. 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.

Revise essays and CV/resume according to feedback from staff/faculty and **save** your drafts.

Using the link in the [SOP Candidate Portal](http://sites.uci.edu/sopcandidates/), submit your 1st complete application draft to SOP staff.

You will also need to provide SOP staff with a draft 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 a flash drive or CD/DVD at our office (193 Ayala Science Library).

Email your drafts to your faculty to inform their letters. **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)

Revise **ALL FORMS** in the Schwarzman electronic application, includingfaculty contact information**. 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.

Revise essays and CV/resume according to feedback from staff/faculty and **save** your drafts.

Using the link in the [SOP Candidate Portal](http://sites.uci.edu/sopcandidates/), submit your 2nd complete application draft to SOP staff.

Scan or bring official transcript(s) for all college coursework to SOP.

Provide SOP staff with a final revision 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 a flash drive or CD/DVD at our office (193 Ayala Science Library).

Email your drafts to your faculty to inform their letters. **Enter faculty contact information in the application system.**

### 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.

## SUBMIT FINAL DRAFTS

Be sure to 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 in your classes and at the Writing Center, such as reading aloud to yourself, checking for one type of error at a time, reading them backwards from the end to the beginning.

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, Macao: Submit complete application via electronic system by **May 31, 2018 at 23:59 Beijing time [8:59 a.m. California time].**

U.S. & all other countries: Submit complete application via electronic system by **September 27, 2018 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 Reviews Your Application

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 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.