

## Information for creating “Scholarship Template”

### **What the student needs to submit to apply:**

- Proof of residency in the corporate limits of Aurora;
- Official transcript from an accredited two or four-year college or university; or high school
- Proof of acceptance letter for a two or four-year college or university (high school seniors);
- Letter from a supporting organization acknowledging involvement in community service activities in Aurora, IL;
- Completed application;
- One personal reference letter;
- Personal statement on why deserving of scholarship;
- Proof of citizenship or legal residency (must be a qualified alien (as defined in Section 1641 of Title 8), a nonimmigrant under the Immigration and Nationality Act, 8 U.S.C. 1101, *et seq.*, or an alien who is paroled into the United States under section 212(d)(5) of such Act, 8 U.S.C. 1182(d)(5), for less than one year. 8 U.S.C. 1621;
  - Proof of citizenship or qualified noncitizen eligibility, [including Form I-551, I-151, Arrival-departure Record (I-94), T-visa, parent T-1 nonimmigrant status/or first and last name, date of birth, and a numeric identifier from a U.S. government issued immigration document for verification through the USCIS SAVE program].
- Brief biography;
- Applicants complete a W-9 form;
- The college or university’s complete W-9 form.

### **Eligibility Requirements of the Student:**

- \*Applicants must be enrolled in their Senior year of high school or be enrolled in their first three years of college as a full-time undergraduate student at an accredited two- or four-year college.
- \*Applicants also must be legal residents or U.S. citizens and reside in Aurora, Illinois.
- Proof of a 3.0 out of 4.0 or better grade point average is a requirement for both high school and college for all scholarships.
- \*Past Scholarship winners are not eligible.
- Scholarship winner or a family member must be present at ward event to accept scholarship.
- \*Applicants must be U.S. citizens, nationals, permanent residents, or other qualified and lawfully present noncitizens [including refugees, asylees, aliens who deportation has been withheld, parolees, members of the military, veterans, and their family members, victims of human trafficking, battered immigrant-qualified noncitizens, grantees of nonimmigrant status, Cuban and Haitian entrants, and certain conditional entrants].

### **Evaluation Process:**

- \*There will be one standard application for all Ward Scholarship Programs;
- \*The Ward Scholarship Committee should be comprised of the Alderperson and at least 2 other Aurora area residents. At least one member of the committee shall be a current or retired teacher or have an advanced degree in Education. No family members of the Ward Scholarship Committee are eligible for a Ward Scholarship.
- \*All applications shall be reviewed anonymously, as all identifying information will be redacted by the Aldermen’s Office Staff prior to review.
- \*The Ward Scholarship Committee shall only have access to the redacted copies of the applications.
- \*The Aldermen’s Office Staff will provide a code for each application for identification purposes.
- \*All Ward Scholarship donations shall be made out to the “City of Aurora” and deposited into the Ward account as set forth by the Aurora Finance Department pursuant to the guidelines established in Sec. 15-315 of the Code.

- \*The Ward Scholarships will be funded by individuals, business sponsorships and up to \$5,000 of Ward Funds.
- \*All scholarship award funds shall be dispersed directly to the verified College/University of the Scholarship Recipient.
- \*All Ward Scholarship programs must be reviewed and approved by Aurora Law Department.
- \*RAP Committee shall approve Ward Scholarship Programs at the beginning of each Aldermanic Term.

**\*Mandatory Requirements**

**Individual Ward Scholarship Guidelines:**