

# Murray State University

## Minority Graduate Fellowship Program Information

The Minority Graduate Fellowship Program began as a way to support Kentucky African-American graduate students at Murray State. Each student in the program receives a full tuition waiver and stipend of \$2500 per semester. Additionally each award is renewable for up to four semesters. This document provides you with instructions for completing the Minority Graduate Fellowship Program application. Following the instructions will help you put together the very best application possible. At all times, use language that is clear and concise and please note that the form is a printable PDF, and answers can be typed. Only complete applications will be reviewed. The deadline for fall is November 1st for the spring semester, and March 1st for the fall semester. Please review the instructions carefully and thoroughly.

### **CRITERIA TO APPLY**

- African - American resident of Commonwealth of Kentucky
- Undergraduate GPA of at least 3.0
- Complete application, must be postmarked by October 15th for spring, March 15th for fall
- Apply for admission to Murray State University  
(<http://www.murraystate.edu/admissions/pdf/gradapp.pdf>)

### **REQUIREMENTS FOR AWARD**

- Contribute 20 hours of community service per month during the semester
- Maintain a 3.0 GPA
- Enroll in 9 hours per semester

### **LIST OF REQUIRED MATERIALS**

A complete MGFP application includes the following documents:

- Completed Application Form
- Essay
- Letters of recommendation, minimum of one, maximum of three.
- Copy of transcript(s)
- Resume

Mail or deliver **ALL** material to:

Graduate Studies  
333 Wells Hall  
Murray, KY 42071-3305

**ESSAY:** We would like to know a little bit more about you and why you wish to pursue your graduate degree. Please attach an essay addressing the following:

- Program you are entering and what you plan to do once you have earned your degree
- How this award would help you to achieve these goals
- Describe past leadership experience that would make you a good candidate for this award

**RESUME:** A resume is a short account of one's qualifications, training, career experiences, publications, professional presentations, etc.

**RECOMMENDATION LETTERS:** Your recommendation letters should be completed using the enclosed Recommendation Form. You should complete the top portion of the form and forward them to three people most familiar with your academic accomplishments and/or experiences that demonstrate your ability and interest in pursuing a graduate degree in your chosen field. Individuals providing recommendation letters are asked to include a letter on professional letterhead to accompany the recommendation form. Please ask them to sign and seal their letters in an envelope and return them to you so that you may send in your letters with the rest of your application material on time. (A cautionary note: Missing recommendation letters account for most incomplete MFP applications! Start early working diligently with your recommenders to get them in on time.) At least one form and letter are required, but no more than three.

**TRANSCRIPTS:** Please forward transcripts from any college/university you attended for at least a full academic year. The most important thing is that we receive at least one official transcript. At least one copy must be official with a raised seal or official marking used by the college/university. Please have the college/ university mail your transcripts to us in a sealed envelope, you should request that transcripts be mailed directly to our office:

Graduate Studies  
333 Wells Hall  
Murray, KY 42071-3305



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### Minority Fellowship Application Recommendation Form & Letter

#### PART 1:

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity? \_\_\_\_\_
3. Please rate the applicant, using the scale below. In making your assessment, consider the applicant as compared to other students you have taught or worked with at a similar stage in their development.

Characteristic	Unable to Judge	Superior	Outstanding	Good	Fair	Poor	Not Applicable
Professional Commitment							
Ability To Work With Others							
Intellectual Curiosity							
Verbal Communication Skills							
Written Communication Skills							
Creativity							
Reliability							
Potential For Completion Of Master's Degree							

4. Please rank the applicant in relation to students' you have taught or worked with:

\_ Top 1%    \_ Top 5%    \_ Top 10%    \_ Top 25%    \_ Top 50%    \_ Bottom 50%

**PART 2:**

On your letterhead, please discuss the following:

- Do you believe the candidate has the potential to succeed as a graduate student?
- What is one thing that sets this candidate apart from the many qualified candidates that will apply for this award?

Please feel free to attach any additional comments you feel might give us a better glimpse of the candidate's potential and qualifications.

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Recommender's Name

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Title

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Address

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Phone

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Email

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**Signature**

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**Date**

*By submitting this form, I am acknowledging that, to the best of my knowledge, the above information is accurate and correct.*