

# CHSS Scholarship Application Guidelines and Procedures

College of Humanities and Social Sciences

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The following information is provided to assist departments and students in the application process. Read through the information below before completing the application.

## GENERAL GUIDELINES:

Only students who are declared in a major that is offered by a department or program within the College of Humanities and Social Sciences (CHSS) are eligible to apply. Please check the [CHSS website](#) for specific scholarship criteria details and application deadlines.

Applicants will be asked to provide unofficial copies of all community college and university transcripts, a list of significant activities and employment information, and an essay addressing the specific scholarship criteria, and at least two faculty recommendations submitted using the [Faculty Recommendation Form](#)

Only completed applications submitted by deadline date will be considered.

## QUALIFICATIONS:

Applicants must at the time of application:

1. Be enrolled at Western Washington University full time (at least 12 credits per quarter).
2. Have at least three quarters of coursework remaining before anticipated graduation, as of the beginning of fall quarter in the year of award.
3. Be a declared undergraduate in the College of Humanities and Social Sciences.

## PROCEDURES:

1. College of Humanities and Social Sciences announces its annual scholarships and application deadlines by end of winter quarter.
2. Student submits complete application form with attachments and arranges for faculty recommendations to be submitted to CHSS. Student fills out Section 1 of the CHSS Faculty Recommendation Form (last name, first name and academic program) and then enters the faculty's email address in the blue box at the bottom of the form and hits 'Submit.' The faculty member fills out Section 2 and emails the form to [CHSS.Scholarship@wwu.edu](mailto:CHSS.Scholarship@wwu.edu).
3. The Scholarship Committee meets during spring quarter to review all qualified applications.
4. After the scholarship recipient has been selected, the CHSS Dean's office will notify the recipients and the Western Foundation of the scholarship award.
5. Recipients accepting scholarships will complete the Web4U acceptance form, and provide the CHSS Dean's office with a thank you letter for the scholarship donor(s).

## FOR MORE INFORMATION OR QUESTIONS

Contact the College of Humanities and Social Sciences Dean's office by sending an email to [chss.scholarship@wwu.edu](mailto:chss.scholarship@wwu.edu) or phone 360.650.3763.