National Association of Historically Black Colleges and Universities Title III Administrators, Inc.

www.hbcut3a.org

CRITERIA FOR THE 2025 SCHOLARSHIP PROGRAM

Eligibility

At a minimum, an eligible applicant must:

1. be an undergraduate student;
2. not be a former National Association of HBCU Title III Administrators Scholarship recipient;
3. be enrolled full-time as an undergraduate at one of our member institutions and must have completed at least 15 credit hours at the undergraduate level prior to submission; and
4. have a (minimum) cumulative GPA of 2.5 or better on a 4.0 scale.

Application Submission Requirements

- Applicants must submit their application via Microsoft forms by **Friday, October 3, 2025, by 11:59 PM Central**. Click Here to access the application.
- It is recommended that **all required documents** are included.
- Late applications will not be accepted, and the application period is not anticipated to be extended.
- A printed transcript may require up to weeks to be issued and/or received and may involve an expense on your part. It is highly recommended not to wait until the application period is ending to request a transcript.
- **The official transcript is the only document that will be accepted via postal mail or a separate email as an e-transcript (AWARDEES Only).**
- Mailed application packets will not be accepted.

To successfully complete and submit the application packet, you must provide the following:

- ✓ Applicant Information Form *(with Campus Involvement, Community Service and Other Activities attached)*
- ✓ Essay (not exceeding 700 words)
- ✓ Two (2) Letters of Recommendation (on letterhead)
- ✓ High-resolution headshot photo of yourself
- ✓ Unofficial transcript
- ✓ A copy of the government-issued DD-214 (optional for veterans)
- ✓ Statement of Accuracy (signed by the Institution's Title III Director)

National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.
www.hbcut3a.org

Essay

You must submit an essay not exceeding 700 words.
The applicant's name and address must appear on the top right corner of each page of the essay.
The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).

The essay should clearly address the following:

A. Tell us about yourself, including your background and interest.
B. What is your ultimate educational goal and how will you achieve it?
C. Why did you choose the HBCU you currently attend?
D. How will you give back (including to your alma mater) or influence others as a result of your education?
E. Why should you be awarded the scholarship (e.g., financial need, family responsibilities, etc.)?

Letters of Recommendation

You must include in your application packet two (2) letters of recommendation, one of which must be from your current institution such as your advisor, a faculty member or an administrator on institutional letterhead.

The letters should reflect:

- ✓ the applicant's involvement in extra-curricular and/or leadership activities; and
- ✓ a description of the applicant's work ethic, initiative, responsibility and your creativity (specific examples should be cited).

Photo

You must submit a high-resolution headshot photo of yourself.

Transcript

Upload an unofficial transcript to the electronic application. If awarded, an official transcript will be required via mail (sealed closed) or e-script.

National Association of Historically Black Colleges and Universities Title III Administrators, Inc.

www.hbcut3a.org

For AWARDEES Only:

If you choose to mail an official sealed transcript, please send the transcript to:

Huston-Tillotson University
Office of Sponsored Programs and Title III
Attention: Mrs. Canary Dennis
900 Chicon Street
Austin, Texas 78702

Phone: 512.505.3021

The Federal Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, all students (or parent/guardian if 18 years of age or younger) must provide consent for release of their academic records. Submission of a transcript for consideration of being awarded a scholarship constitutes this consent for internal use of that particular record.

Verification of Veteran Status (Optional)

You can provide verification of your status by attaching a copy of your government-issued DD-214. On the copy that you will attach to your application packet, cross out your social security number as well as other information you deem sensitive with a black marker. We do NOT need your social security number to verify your status.

REMEMBER

- The deadline for the application to be received is **Friday, October 3, 2025, by 11:59 PM Central.**
- Access the electronic application here.
- The only item that should be sent as a separate document is the official transcript for awardees only. It may be sent via postal mail or sent as an e-transcript.

National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.
www.hbcut3a.org

Statement of Accuracy

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge. I also consent that my picture may be used for any purpose deemed necessary to promote this scholarship program.

Signature of scholarship applicant: _____

Date: _____

I, _____, certify that I have reviewed the application packet
(Title III Administrator Please Type or Print)
and all items are complete to the best of my knowledge.

Signature of Title III Administrator (Project Director):_____

Date:_____

REMEMBER

- The deadline for the application to be received is **Friday, October 3, 2025, at 11:59 PM Central.**