2025 Scholarship Application and Information for the TryEngineering Summer Institute

Scholarship Information	The **IEEE TryEngineering Summer Institute Scholarship** is a need-based scholarship that offers financial assistance to students interested in attending the TryEngineering Summer Institute. ● There are a limited number of scholarships for each location. The scholarship may only be applied towards the Summer Institute tuition for the year of application. It cannot be used towards related expenses such as, but not limited to, travel and purchase of individual Summer Institute supplies incurred before, during or after attendance. If the student is selected, the scholarship will be applied directly to the student's tuition balance. **The scholarship will be reported as miscellaneous income for tax purposes.**
Eligibility	Eligible applicants must be rising 9th through 12th graders (or ages 13 through 17). Current IEEE employees and their family members are ineligible for this scholarship. The scholarship is only available to United States citizens, who reside in the U.S. International applicants are not eligible.
Selection Criteria	Selection criteria will include the following areas: demonstrated financial need, personal essay, and letter of recommendation. We reserve the right to consider other factors during the selection process.
Deadlines & Delivery	Applications must be completed and received by: **Saturday, March 15, 2025 at 11:59PM ET. Applications received after the deadline will not be reviewed.** ● Applicants will be notified by email **by Friday, April 18, 2025 by 5:00PM ET** if they have received the scholarship. ● **The applicant and their guardian must sign and return the acceptance form via email by Friday, May 9, 2025 by 4:00PM ET.** If the deadline is not met, your scholarship award will be forfeited.
Contact	If you have any questions, you can email info@tryengineeringinstitute.org with the subject line: **2025 Scholarship Question**.

2025 Scholarship Application Breakdown for TryEngineering Summer Institute

Scholarship recipients will be selected based on the following:
1. **Application Form**
   a. All questions must be completed.
   b. Both applicant and guardian signatures are required on the application form.
2. **Financial Need**
   a. Applicant must provide proof of financial need by submitting the first two pages of their federally-filed tax return. (Social Security numbers can be redacted (e.g. blacked out).)
      i. If an applicant cannot provide financial information, they must write a letter of exception explaining why the financial information cannot be provided and describing their financial situation to qualify for a needs-based scholarship. (See "Letter of Exception" below.)
3. **Personal Essay**
   a. **Essay Question: Why do you want to attend the TryEngineering Summer Institute, and what impact do you think it will have on your future?**
      i. *Font:* 12 pt. Times New Roman
      ii. *Double Space*: The entire essay should be double-spaced with no extra space between paragraphs.
      iii. *Margins:* One-inch margins all around.
      iv. *Page Number*: Your last name and the page number should appear in the upper right corner of each page of your essay, including the first page (e.g. **Jones 3)**.
      v. *Title:* Your essay should include a title. The title should be centered and should appear under the heading information on the first page and above the first line of your essay.
      vi. *Alignment*: Entire essay should be "left justified."
      vii. *Word Limit*: 500 words.
4. **1 Letter of Recommendation**
   a. The letter of recommendation should be no longer than one page.
   b. The letter must include the name and contact information for the reference, how the reference knows the applicant, and the referrer's signature at the bottom.
   c. **Letters from the following are acceptable:** Current or former teachers, guidance counselors, mentors, coaches, and other individuals familiar with the applicant.
   d. Letters from family members will not be accepted.
5. **Letter of Exception** *(to be included if tax return cannot be provided)*
   a. *Font*: 12 pt. Times New Roman
   b. *Double Space:* The entire letter should be double-spaced with no extra space between paragraphs.
   c. *Margins:* One-inch margins all around.
   d. *Page Number:* Your last name and the page number should appear in the upper right corner of each page of your letter, including the first page (e.g. **Jones 3)**.
   e. Alignment: Entire letter should be "left justified."
   f. Word Limit: 500 words.

Please read all instructions and information before filling out the application.

2025 Scholarship Application Guidelines and Instructions

General Information/Criteria

1. The TryEngineering Summer Institute Scholarship offers need-based scholarships for rising 9th through 12th graders (or ages 13 through 17) who will attend a TryEngineering Summer Institute session at one of the Summer Institute locations in 2025.
2. A Selection Committee will review each application and make scholarship recipient recommendations to the IEEE Foundation. The IEEE Foundation will provide final approval of scholarship recipients.
    a. Selection criteria will include, but are not limited to: demonstrated financial need, personal essay, and letter of recommendation. We reserve the right to consider other factors during the selection process.
3. The applicant is responsible for gathering and submitting all necessary information and official documents by the submission deadline.
4. Current IEEE employees and their family members are ineligible for this scholarship.
5. The scholarship is only available to United States citizens. International applicants are not eligible.
6. The TryEngineering Summer Institute Scholarship does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, national origin (ancestry), disability, or sexual orientation, in any of its activities or operations.
7. Applications must be received in the online application system no later than **Saturday, March 15, 2025**. Applications received after the deadline will not be eligible.
8. Applicants do not need to be registered for a Summer Institute session prior to the submission of the scholarship application. If you are selected for an award, you will be required to register after acceptance.
9. Applicants will be notified via email of the IEEE Foundation's decisions by **Friday, April 18, 2025 by 5:00PM US EDT.**
10. Scholarship winners must agree to any publicity the TryEngineering Summer Institute may want to use, including but not limited to, publication of photos and other media.
11. Upon notification of the scholarship award, students will be contacted to complete the registration process. Students must finalize their registration by Friday, May 9, 2025. If the deadline is not met, the scholarship will be forfeited.
12. If you have any questions, you can email info@tryengineeringinstitute.org with the subject line: **2025 Scholarship Question**.
13. This scholarship is not tax deductible and the applicant, if awarded, must report the award as income on their taxes. You will be required to supply a completed and signed W-9 and will receive a 1099MISC form from IEEE reporting the scholarship amount to the IRS.

Eligibility Each applicant must meet the following requirements:

1. Must be a rising 9th through 12th grader (or ages 13 through 17).
2. Must plan to attend a 2025 TryEngineering Summer Institute. While we will try to honor the awardee's first choice campus location, final campus selection is at the discretion of the TryEngineering Summer Institute. Only ages 14 through 17 may attend the Columbia University location.
3. Current IEEE employees and their family members are ineligible for this scholarship.
4. The scholarship is only available to United States citizens. International applicants are not eligible.

Limitations

1. Scholarship funds can only be applied to the 2025 TryEngineering Summer Institute. Funds cannot be deferred to future years.
2. The scholarship may only be applied towards the tuition of the Summer Institute. It cannot be used towards related expenses such as, but not limited to, travel and purchase of individual Summer Institute supplies incurred before or during attendance.

Scholarship Selection Process

1. The Selection Committee will be composed of two employees of IEEE, two IEEE volunteers, and two employees of Summer Squares, Inc.
2. The Selection Committee will recommend a list of scholarship recipients and alternates to the IEEE Foundation.
3. The IEEE Foundation is responsible for final approval of scholarship recipients. All decisions are final.

How to Apply

1. All questions in the application form must be completed
2. Answer all questions and upload required documents through the online application form available on the website: tryengineeringinstitute.org/scholarships/
   a. You will need to provide an email address for the person writing your letter. One letter is required. You may submit up to three names and letters.
3. Completed Scholarship Applications must be received no later than **Friday, March 15, 2025.**

Application Completion

This application becomes complete and valid only when all the pages listed below are submitted. You may begin your application in the system, and return to edit it. Be sure that you've submitted the application by March 15, 2025.

1. **Application Form**
2. **Financial Form –** First two pages of your federally filed tax return with social security number redacted
3. **Personal Essay**
4. **1 Letter of Recommendation**

After Application Submission

1. Once the application is received, you will get an email notification that the application has been submitted.
   a. This email notification is your receipt that it has been received within the deadline.
   b. If you do not receive an email notification, the application has not been received.
   c. The email notification does not imply the application is in acceptable condition for review, and is not missing required elements and/or forms.
2. After the IEEE Foundation makes its final decisions, you will be notified by email no later than Friday, April 18, 2025 by 5:00PM EDT.
3. If you have been awarded a scholarship, you will be contacted via email for instructions on how to confirm your registration for the 2025 TryEngineering Summer Institute. The applicant and parent/guardian complete the registration process by Friday, May 9 by 4:00PM EDT. Not doing this by the deadline may result in the forfeiture of the award.