Richard J. and Joan M. Meister Scholarship

Frequently Asked Questions

1. **Is this a Scholarship or an Internship program?**

   Unlike many other Steans Center opportunities, this is a scholarship, and you will not have to intern with an organization to receive these funds. The award is based on the quality of your previous work.

2. **Is the personal statement the same thing as a cover letter?**

   No. Those are separate documents. A cover letter will be attached to your resume and acts as a statement of interest in the scholarship. This document will let the Meister Scholarship committee know how you heard about the scholarship, detail your background and explain why you feel you are the right fit for the scholarship.

   The personal statement is a 3-5 page essay which outlines your prior experience doing community based work, assisting individuals served by community-based organizations, advocating for causes or other experience that demonstrates commitment to civic engagement; career and professional goals, exploring how the applicant's service and/or advocacy work will contribute toward future goals; and explains the financial necessity of the scholarship for you.

   Both documents should be submitted.

3. **How many letters of recommendation do I need?**

   Two, one from a DePaul faculty member who can speak to the quality of your work, and one from a staff member, community member or someone outside the university who will demonstrate your quality as an applicant.

4. **Can I turn in more than two letters of recommendation?**
Yes, although it is not required for the application. You may submit additional documentation if you feel it would strengthen your application, but remember that three moderate to good recommendations would never outweigh two great recommendations.

5. **Who can submit a letter of recommendation?**

One recommendation should come from a faculty member or someone inside the university, who can speak to the quality of your work here. For the outside recommendation, you can choose a mentor, supervisor, boss or another individual from the community you have worked closely with. If you cannot find a faculty supervisor—for students who have recently transferred to DePaul—both recommendations may come from an outside source. However, it is greatly preferred that you use at least one faculty member for your recommendations.

6. **Can my professor or previous supervisor email you their letter of recommendation?**

No. A hard copy of the recommendation letter should be either turned in with your completed application or you recommender can send it over to the Steans Center via mail (we strongly prefer the former). Also, the recommendation letter must be signed by the professor or supervisor who wrote it.

7. **Do I need an official transcript?**

No, an unofficial transcript is also fine.

8. **Can I send in the transcript electronically or have it faxed over?**

No. Those documents must be turned in with the rest of your application, in hard copy, to the Steans Center. The mailing address is 2233 North Kenmore Ave., Chicago, IL 60614.

9. **How many students will be awarded the scholarship?**

This varies from year to year, depending on the strength of the applicants, the volume of applications we receive and the amount of funding we have.

10. **Can international students apply?**
Yes! All current DePaul students are eligible to apply for the Meister Scholarship, including undergraduate, graduate and international students.

11. Do I have to be 25 years or older to apply?

No, although we do give priority to adult or non-traditional students.

12. Can I turn in part of my paperwork after the application deadline, as long as most of the materials are in?

No. Your application should be complete by the deadline, including all transcripts and recommendations. We understand that receiving your transcripts and recommendations may take some time, but you should factor that in when you begin working on the application. We also strongly prefer that you submit all your paperwork at the same time, although you will not technically be penalized if the parts come separately before the deadline.

13. Can I have an extension on the date?

No. The deadline is uniform for all applicants. If you heard about the scholarship at a date close to the deadline, we just recommend that you do your best to get all materials in by the deadline date.

14. Is there a possibility that the deadline will be extended for all applicants?

It does not happen often, but the Meister Scholarship has sometimes, in the past, extended the deadline to accommodate more applicants. We will not grant an extension for everyone upon request, and if you get your paperwork in before the deadline and we happen to extend that deadline, you will, unfortunately, not be given special consideration in the decision making process.

15. Can I turn in my paperwork early?

Of course, you can. But this does not give you priority in decision.

16. I have received the Meister Scholarship in the past, am I eligible to apply again this year?
Unfortunately, past recipients are ineligible to receive the scholarship again. We like to give other students the opportunity to be recognized for their commitment to community engagement and service.

17. Who should I contact with questions about the scholarship?

The best person to contact is Karly Kattenbraker, and she can be reached best by email at kkattenb@depaul.edu.