



**Date:** January 30, 2009  
**To:** ACE Students  
**From:** John Woodman, Ed Jerman, Annika Smith  
**Subject:** ACE Scholarship procedures for students in **applying for an ACE scholarship**

### General guidelines

1. A single application is available on the ACE Mentor Program's website for scholarships from **ACE New York**, **ACE National**, **Gensler** (for students interested in a career in architecture and an internship with Gensler) and from **Manhattan College** (for those interested in engineering and applying to Manhattan College).
2. In order to apply for a scholarship, you must be in the ACE database. If you are **not** in the database (meaning you never registered for ACE), you must call Ed Jerman at 631 242-6246 or Annika Smith at 212 696-1207 and sign-up as soon as possible at the following webpage: <http://www.acementor.org/page.php?id=777>.
3. All background information filled out on the application must match the information provided upon registration with the ACE program. If it does not match, please update any new information by logging in to the webpage found here: <http://www.acementor.org/778>.
4. The scholarship application does not need to be completed in one sitting. You can save your work and return to the application as many times as you like by following the instructions below.
5. The deadline for completing the application and notifying your Team Leader is **March 3, 2009**.
6. These procedures **replace** the instructions found on the ACE Website entitled ACE Mentor Program of America Scholarship Procedures.

### Getting started

1. To begin filling out the application for the first time, go to: <http://www.acementor.org/576> and click on **Scholarship Application Form**.
2. Enter the same e-mail address and password you had when you registered for the ACE program. If you have forgotten your password, there will be on-screen directions to retrieve it.
3. Once you are logged in, fill out as much as you can and complete all required fields marked by an \* (astrix).
4. You can save your work and return to it another time by going to the bottom of the application, clicking the first of the two boxes in the area entitled **Certification**, and then clicking on **Submit**. **DO NOT click in the second box followed by the writing in red**. Doing so will indicate that you are finished with the application and you will not be able to return to change information or add attachments.
5. When you want to go back and continue working on your application, return to <http://www.acementor.org/576>, but this time click on **Complete Scholarship Form**. You can return to the application as many times as you like by following the steps above.



6. Once you have completed all fields and attached your recommendations/transcript, save your work as outlined above and notify your Team Leader by **March 3, 2009** so they can review your application.
7. Once your team leader has completed their review, they will let you know. At that point you may click in the box followed by the **red instructions** in the area entitled **Certification** and click **Submit**.
8. Your application will be reviewed as outlined by the **Scholarship Policy and Procedure** list dated January 17, 2007 given to you by your team leader.

### Some specifics

1. **Sections C, D and E** will expand as you type in the fields to give you more room.
2. **Section E** contains questions which you should answer in essay format in as much detail as necessary to fully answer the questions. Please indicate in your response to **question #4** if you are interested in being considered for a paid internship with Gensler.
3. **Section F** asks you to provide recommendations from your Team Leader/mentor and a school official. Please give the person enough time to write the recommendation and return it to you as a PDF file so you can attach it and submit it with your application by **March 3, 2009**.
4. **Section G** asks for a transcript from your school to be attached as a PDF file. If your school requires your transcript to be mailed, please have it sent to your Team Leader. Contact your Team Leader for their correct address and alert them to look for your transcript in the mail. Your Team Leader will send your transcript back to you as a PDF file so you can attach it to your application. **Again, your transcript should be mailed to your Team Leader and not your local affiliate as stated on the application.**
5. If you have problems obtaining PDF files, please contact your Team Leader.
6. **Section H** asks that you read the **Terms of Scholarship** before submitting your application. Please do so and print it out to sign and give to your Team Leader.
7. **Section I - Certification: reminder – do not check the box followed by the red writing until your Team Leader has reviewed your application and has instructed you to do so.**
8. Once again, the deadline for completing the application and allowing your team Leader to review it is **March 3, 2009**.