



# 2012 Christopher Montalvo/ LANL Employee Scholarship

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## THE CHRISTOPHER MONTALVO/LANL EMPLOYEE SCHOLARSHIP

was established at Northern New Mexico College (NNMC) to support LANL employees and LANL students committed to achieving formal training in advanced vocations, trades, and occupational or technical careers that support Los Alamos National Laboratory's national service and scientific missions.

### Applicable degrees and concentrations:

This scholarship, administered by the NNMC Foundation, provides funds to LANL employees who are pursuing a certificate, a two-year degree or a bachelor's degree at Northern in the following areas: Radiation Protection, Welding Technology, Computer-Aided Drafting, Business/Office Administration, Environmental Science, Laboratory Biotechnology, Pre-Engineering and Mathematics.

### ELIGIBILITY REQUIREMENTS:

- You must be pursuing or intending to pursue a degree or certificate at Northern New Mexico College, in one of the degree concentrations listed above.
- You must be enrolled for a minimum of six (6) credit hours or more during the Fall 2012 semester. Special circumstances may apply.
- You must be considered in good academic standing, with no student loan defaults and no outstanding debts to Northern, and in compliance with Northern's policy on *Maximum Time for Degree Programs*.
- You must demonstrate that you are making good progress toward a degree or certificate. Recipients are limited to two scholarships while pursuing an Associates Degree & two scholarships while pursuing a Bachelor's Degree.
- Employees/students who have successfully completed the GED examination may apply.
- Immediate relatives, either of the scholarship review committee or of the Northern New Mexico College Foundation Board of Directors are *not* eligible for a Foundation Scholarship.
- International and undocumented students are *not* eligible for this scholarship.

**Please download and print out this application. Fill in all information completely. Please print clearly. Submit your complete application to the NNMC Foundation office by 5 pm on Friday, March 30, 2012. Scholarship recipients will be notified by May 8, 2012 of awards for the 2012-2013 academic year.**

### Application Review Process:

Completed applications will be evaluated based on the applicant's commitment to formal training in vocations (occupational, administrative or technical) central to LANL's scientific missions, and financial need. The NNMC Foundation will disburse funds during the Fall 2012 semester upon verification of the recipient's enrollment at Northern. Student recipients are invited to attend the Foundation's Annual Scholarship Recognition event as a guest of the Foundation.

**Please review the eligibility requirements and follow applications instructions carefully so that your application receives full consideration. Questions may be directed to the NNMC Foundation office at 505-747-2147 or Nathana Bird at 505-747-2220. THE DEADLINE FOR ALL APPLICATIONS, INCLUDING THOSE THAT ARE MAILED, IS 5 PM MARCH 30, 2012.**

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**APPLICATION DEADLINE IS 5 PM FRIDAY, MARCH 30, 2012**

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### A COMPLETE APPLICATION INCLUDES:

#### 1. Responses to the Personal Statement Questions

These questions give you the opportunity to explain your background, educational goals, the challenges you face in completing your education, and any other information you feel should be considered, such as volunteer and community service, employment, talents, or special skills.

#### 2. Letter of Recommendation

A current letter of recommendation addressing your academic and leadership skills as well as your potential for completing your intended degree must accompany your application and **MUST** be emailed to [foundation@nnmc.edu](mailto:foundation@nnmc.edu). The letter must be from a work manager, work supervisor, teacher, or college advisor. Letters of recommendation from close relatives will not be accepted.

#### 3. Transcripts

Please provide your college, high school, or GED transcripts

#### 4. Faculty Progress Ranking (for NNMC students only)

Your faculty advisor must complete, sign, and submit the Faculty Progress Ranking Form directly to the NNMC Foundation Office (AD 128, 505-747-2147) indicating your progress toward a degree or certificate. Contact a faculty advisor in your major. Download the form and further instructions here ([Faculty Progress Ranking](#)) or from the Foundation website at <http://foundation.nnmc.edu>

First-year students and students not currently attending NNMC do not need to submit this form.

#### 5. Financial Information:

The Foundation requires financial documentation in order to process your application. You must complete a 2012-2013 Free Application for Federal Student Aid (FAFSA) by March 30, 2012.

**ONLY the section of the form indicating Expected Family Contribution (ECF) should be submitted to the Foundation.** For assistance with this form, contact Financial Aid at 747-2128 or the Educational Opportunity Center at 747-2200. To download a FAFSA form, go to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### ABOUT THE SELECTION PROCESS:

All eligible applications will be reviewed and scored by a Scholarship Review Committee that consists of Foundation Board members, donors, Northern faculty and LANL staff. Scholarship finalists may be interviewed in person. In the event of a tie between two applicants a second review will be conducted until consensus is reached.

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## TIPS FOR IMPROVING YOUR ELIGIBILITY

- 1. Please begin gathering your information early. Submit your application before the due date (March 30, 2012) .**
- 2. Request that your Letter(s) of Recommendation and Faculty Advisor Progress Ranking Form be emailed to the Foundation as soon as you decide to apply for a scholarship.** Requesting these early allows your instructor, advisor, or supervisor time to submit a both a thoughtful letter and properly filled out form.
- 3. Be sure everything you have written is grammatically correct and that your spelling is correct.** Use the spellchecker and have someone proofread your documents before you submit your application.
- 4. Use the Cover Page Form only.** Anything that deviates from this form can eliminate critical information that is required for the reviewers and slows the process down.
- 5. Please do not submit your application in binders, sheet protectors, or folders.** They're not necessary.

## APPLICATION CHECKLIST

The following checklist will help you assemble a complete application package. Review it carefully. All items listed must be present and completed in order for your application to be considered. The deadline for submission is 5 pm, March 30, 2012. Incomplete or late applications will be disqualified.

- Cover Page Form** (see page 4 or 5).
- Personal Statement** (see page 6).
- Confirm that your **Letter(s) of Recommendation** (see page 7) have been emailed to the Foundation Office.
- Confirm that the **Faculty Advisor Ranking Form** (also available at <http://foundation.nnmc.edu>) has been submitted to the Foundation Office.
- Current Transcripts** (high school, college, or GED).
- A completed **Expected Family Contribution (ECF) section of the FAFSA\*** (Free Application for Federal Student Aid). A copy of the form is available at Northern's Financial Aid Office.

**\*The Free Application for Federal Student Aid (known as the FAFSA)** is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid (including the Pell grants, and work-study programs).

Denial of eligibility for financial aide on the FAFSA does not necessarily mean denial of a scholarship; rather it can confirm the need for one.



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## COVER PAGE FOR LANL EMPLOYEE

Download and print this application and fill out the forms completely. Please write your answers legibly.

Use the Application Checklist on page 8 to be sure your application package is complete. Submit all information as one application package in person to the Foundation Office in AD 128.

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

NNMC students only

Current mailing address \_\_\_\_\_

Permanent mailing address (if different from above) \_\_\_\_\_

This an address where mail will always reach you.

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

If you have no phone, please list a number where we may leave a message.

Email address: \_\_\_\_\_ LANL Organization: \_\_\_\_\_

First Line manager: \_\_\_\_\_ LANL Organization: \_\_\_\_\_

I am seeking a  Bachelor's degree  Associate degree or  Certificate,  
in the following field at Northern New Mexico College: \_\_\_\_\_

### PLEASE FILL IN ALL INFORMATION THAT APPLIES TO YOU:

I am currently enrolled at \_\_\_\_\_ for a total of \_\_\_\_\_ credit hours  
Name of College

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Total college credits received to date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

I am currently enrolled at Northern New Mexico college, and I authorize Northern's Financial Aid office to access a copy of my unofficial transcripts or mid-term grades.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above information is true and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## COVER PAGE FOR LANL STUDENT

Download and print this application and fill out the forms completely. Please write your answers legibly.

Use the Application Checklist on page 8 to be sure your application package is complete. Submit all information as one application package in person to the Foundation Office in AD 128.

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

NNMC students only

Current mailing address \_\_\_\_\_

Permanent mailing address (if different from above) \_\_\_\_\_

This an address where mail will always reach you.

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

If you have no phone, please list a number where we may leave a message.

Email address: \_\_\_\_\_ LANL Organization: \_\_\_\_\_

First Line manager: \_\_\_\_\_ LANL Organization: \_\_\_\_\_

I am seeking a  Bachelor's degree  Associate degree or  Certificate,  
in the following field at Northern New Mexico College: \_\_\_\_\_

### PLEASE FILL IN ALL INFORMATION THAT APPLIES TO YOU:

I am currently enrolled at \_\_\_\_\_ for a total of \_\_\_\_\_ credit hours  
Name of College

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Total college credits received to date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

I am currently enrolled at: \_\_\_\_\_ Cumulative High School GPA: \_\_\_\_\_  
Name of High School

I have a GED Certificate.

I am currently enrolled at Northern New Mexico college, and I authorize Northern's Financial Aid office to access a copy of my unofficial transcripts or mid-term grades.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above information is true and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PERSONAL STATEMENT

Tell us your story and why you deserve a scholarship. On separate sheets, briefly respond to each of the following. All of your responses *combined* should be no more than two typed pages.

- A. Provide some information about your decision to attend college.
- B. What are your educational and career goals?
- C. Discuss the progress you've made toward your educational goals.
- D. How do you intend to use your education to support LANL's national service and scientific missions?\*
- E. How do you intend to use your education in service to your community?
- F. Is there any other information you feel should be considered, such as volunteer or community service, talents, or special skills?
- F. Are there any recent changes in your financial situation that affect your financial need?
- G. If you have received a Northern scholarship in the past, discuss how the scholarship affected your academic performance in college.

\*If applicable, discuss any contributions or achievements you have made/reached in support of LANL's national service or science missions.

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### LETTER OF RECOMMENDATION

#### INSTRUCTIONS FOR THE SCHOLARSHIP APPLICANT:

- Please give this form to the individual from whom you have asked for a letter of recommendation.
- This form can also be downloaded from the Foundation website at <http://foundation.nnmc.edu>

#### INSTRUCTIONS FOR THE INDIVIDUAL PROVIDING THE RECOMMENDATION:

- ONLY letters received by 5 pm, March 30, 2012 will be considered.
- Please do not submit this letter as an attachment. We ask that you type it directly into the window of an email message.
- Send the email to [foundation@nnmc.edu](mailto:foundation@nnmc.edu) with the following subject line:  
Christopher Montalvo / LANL Scholarship Review Committee.

NAME OF APPLICANT \_\_\_\_\_

NAME OF PERSON MAKING THE RECOMMENDATION \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PROFESSION \_\_\_\_\_

#### PLEASE CONSIDER THE FOLLOWING INFORMATION WHEN PROVIDING THE LETTER OF RECOMMENDATION:

- The capacity in which you have known this student applicant and the length of time you have known him/her.
- Your evaluation of the applicant's past academic, employment, volunteer activities or special talents.
- Your judgment of the applicant's ability to undertake and complete his/her higher education and their ability to complete (self-determined goals) the goals they set forth for themselves.
- Your evaluation of the applicant's career potential.
- Any other information known to you about this applicant that would assist the Scholarship Committee to determine if this student applicant merits a scholarship.
- Some of the questions you may wish to consider addressing may be from the following list:
  - \_\_\_The challenges the employee/student has faced and may be overcoming to enable them to obtain their education.
  - \_\_\_The potential you see in this person in their (his/her) quest to achieve his/her life goals.
  - \_\_\_If you supervise this person, describe their work ethic.
  - \_\_\_If applicable, discuss any contributions or achievement this applicant has made/reached in support of LANL's national service and science missions..

NOTE: The Northern New Mexico College Foundation Scholarship Review Committee will keep all information submitted confidential. We thank you for helping students pursue their education.

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