

University of Miami Mitchell Scholarship Application Instructions

Full-time and part-time undergraduates applying for the Mitchell scholarship must obtain a letter of endorsement from their home university.

(Graduate students and non-students are not required to submit institutional endorsements and should submit their application materials online at www.us-irelandalliance.org by the national deadline, which will be posted on the Marshall website.)

UM undergraduates who wish to be considered for endorsement - typically rising seniors - must complete the following steps **no later than the campus deadline of August 10:**

1. Complete and save the entire Mitchell Scholarship on-line application at www.us-irelandalliance.org, but DO NOT request letters of recommendation on-line and DO NOT hit the "submit" button at the end of the application.
2. Submit the four letters of recommendation required for the Mitchell Scholarship Application to the Prestigious Awards & Fellowships Office¹. Please refer your references to the Letter of Recommendation Guide on the Prestigious Awards section of the website: www.oae.miami.edu for specific information on Mitchell scholarship letter content and submission process. Letters should be emailed by your recommenders to prestigiousawards@miami.edu. Please be sure your recommenders know that they may have to submit their letters twice—once for the campus review and, if you are selected by the committee, once online for the official application.
3. Grant Erika Green Liberus read-only access to your application in the Fellowship Advisor section (prestigiousawards@miami.edu).

The application components listed above must be submitted to the Office of Prestigious Awards and Fellowships by August 10.

As an applicant, you are expected to review and be thoroughly familiar with the award details and application requirements on the Mitchell website: www.us-irelandalliance.org.

Note: **There will be no individual meetings scheduled between August 1 and the campus deadline.** If you have specific questions about your application, email prestigiousawards@miami.edu.

What happens after the campus deadline?

- The University's Scholarship and Fellowship Committee will review the materials, and candidates will be invited for a campus review in September. Only candidates who submit their application by the August 10 campus deadline are guaranteed a campus review. Students who submit after the campus deadline will not be considered for the award.
- Students will be notified via email of their application status.
- Please note that there is no guarantee that your application will be moved forward to the national competition by the campus selection committee. The committee reviews all applications and interviews applicants. From there, the committee determines which applicants would best represent UM in the national competition. **Committee decisions are final.**

- If you are moved forward in the competition, it is your full responsibility to complete and submit your application online. The nominating official for the award will be Erika Green Liberus, Director of Prestigious Awards and Fellowships, and her contact email is prestigiousawards@miami.edu. You will enter this information into your application so that the nomination form is sent to Ms. Liberus via email.

ⁱ Reference writers who are supporting students for multiple UK/Ireland fellowships (Rhodes, Marshall, Mitchell) have the option of submitting one letter to be reviewed by the campus committee for all nomination bids. Instructions for this option are provided in Letter of Recommendation Guidelines for Faculty. After the campus interview, UM-endorsed applicants will receive instructions on requesting letters of support through the respective on-line application portals.