



## 2012 IFMA Foundation Undergraduate Scholarship Application

Postmark Deadline is May 31, 2012

*IFMA Foundation scholarships are awarded on the basis of **merit, not need**. Scholarship applications are evaluated on achievements/accomplishments, involvement, letter of professional intent, resume and recommendation letter. Please refer to the chart provided at the end of the application for a definition of points assigned to each category.*

**Students have sole responsibility for ensuring accuracy and compliance. Any variance from requirements will be cause for disqualification.** *No hand written applications will be accepted. Decisions of the scholarship judges are final. Applicants will be notified of results by mail or email. **No telephone calls please.***

### Eligibility

Eligibility requirements for all undergraduate applicants

All applicants:

- Must be a full time undergraduate student as defined by your university at the time of submitting the application **and** at the time of receiving the scholarship (to be awarded October, 2012).
- Must be enrolled in a facility management (or related field) degree program in an accredited four-year Bachelor (undergraduate) program.
- Undergraduate students must have completed two years of university studies to be eligible for consideration.
- May not be employed full time.
- Must have a minimum Grade Point Average (GPA) of 3.2 or be able to document that your academic study achievement is at an 80% of highest grading evaluation maximum scale. This differs from country to country.
- Applicants awarded a scholarship must attend IFMA's World Workplace Conference (WWP) and Exhibition as well as attend educational sessions associated with WWP (costs included in scholarship)
- May receive a maximum of two IFMA Foundation scholarships as an undergraduate student and a maximum of two IFMA Foundation scholarships as a graduate student.

**Please provide all information available, make sure to indicate which address, phone number and email address you prefer to use as your primary contact data**  
**All information must be TYPED – No handwritten responses will be accepted**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address \_\_\_\_\_ Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

E-mail address (1): \_\_\_\_\_ E-mail address (2): \_\_\_\_\_

Which address should the Foundation use? \_\_\_\_\_ Current \_\_\_\_\_ Permanent

College/University you are attending? \_\_\_\_\_

What is your anticipated date of graduation? \_\_\_\_\_

**Education** (*List schools in chronological order with most recent first*):

Institution	Date From/To to	Degree	Major	*GPA
	to			
	to			
	to			

\* Show the cumulative GPA as it appears on your transcript(s), or calculate your GPA if not available on transcript on a 4.0 scale or be able to show the documented academic achievement level attained for your country. Following is an example of how we would like to see how you were able to convert your grade point average.

If the grade point average (GPA) for a particular institution was not calculated on a 4-point scale (A=4, B=3, C=2, D=1), please convert it to the 4-point scale using the following formula:  $GPA = 4 \times A/B$  where:

- A = your grade point at the institution attended
- B = numerical value of the highest grade attainable at that institution

Example:  $A=4.75$  and  $B=5.0$  therefore  $4.75/5.0=0.95 \times 4.0=3.8$  GPA on 4.0 scale

**Hint for completing the rest of this form:**

Discriminate between what demonstrates leadership, versus achievements, versus FM related activities and so forth.

**Achievements/Accomplishments**

Please list any awards or honors you have received as well as any notable accomplishments. They don't have to be FM related.

**Leadership Skills**

List those instances when you have excelled in a leadership role; be specific.

**Involvement in Facility Management Related Activities**

Please describe your facility management related activities or experiences. This should include any IFMA activities or experiences, employment and FM academic project courses.

**Definition of Facility Management**

Please describe in your own words what "facility management" is and how you see FM being used in the normal flow of business.

**Letter of Professional Intent**

Please attach a letter of professional intent describing your short and long-term career goals **in facility management or related field**. Please do not describe what you have done, but what you plan to do in your FM career. Please limit your essay to 250-500 words.

**Resume/CV**

Please attach a copy of your resume/CV. The document should include your work history, and notable accomplishments. List the principal jobs you have held, including military service, in chronological order with the most recent job first. Include the name of each organization, your title/position, a description of responsibilities and period of employment.  
Limit - 2 pages.

**Letter of Recommendation**

Please ask your most recent employer or the organization where you had your most recent internship to write a letter recommending you for a scholarship. The correspondence should highlight performance characteristics that demonstrate your FM skills and potential future success in the profession. If the recommendation is submitted via email, it must come from the evaluators email account. If submitted via hard-copy, the evaluation must be personally signed by the evaluator. An unsigned recommendation will invalidate your scholarship application.

Please list your expected recommender below.

<b>Name (Last, First)</b>	<b>Title</b>	<b>Organization</b>

Click on this link and forward the attached document to the person you've asked to provide the Letter of Recommendation.

**(Judging Guidelines are on the following page)**

## Judging Guidelines

Achievement (1-20 points) – this is an academic scholarship based on an applicant's merit rather than need, therefore evaluation of this portion should focus on the academic achievements.

Leadership (1-20 points) – leadership qualities are important for success at the professional level.

Facility Management Involvement (1-10 points) – refers to any activity or participation related to facility management; focus on facility related employment as well as Association involvement (i.e. IFMA) is a good indication of the student's commitment to the profession, but is not required to receive a high score.

Definition of Facility Management (1-10 points) - Please describe in your own words what "facility management" is and how you see FM being used in the normal flow of business.

Letter of Professional Intent (1-20 points) – conveys a student's professional goals as well as indicating the strength of his/her communication skills.

Resume (1-10 points) – a necessary business tool for the "real world" and provides a condensed history of the student's life activities.

Recommendation (1–10 points) - the letter of recommendation **must** be from their most recent employer or internship. The letter should highlight performance characteristics that demonstrate his/her FM skills and potential for future success in the profession. **The recommendation is required in order to be eligible for a scholarship.**