

## Check Sheet for Department of Defense Cyber Scholarship Program Applicants

### Application Deadline: Submit no later than 5 pm on Thursday, January 23rd

- 1.) Read New Student Application (Attachment D) carefully to determine if you want to proceed with scholarship application. Please email Markus Bacha ([mbacha@augusta.edu](mailto:mbacha@augusta.edu)) with any questions or concerns.
- 2.) Read Student Application Prep Instructions for guidance on how to format your application. Failure to follow instructions will most likely result in an automatic "Do Not Recommend" designation.
- 3.) Determine who will serve as your two references and email immediately to solicit reference. One reference must be a professor whose class you completed in Fall 2019. Keep in mind that references will need to specifically address all six KSA's listed in Attachment D in their reference letter and meet reference specifications outlined.

All School of Computer & Cyber Sciences professors will receive instructions on how to formulate references. If you are using a faculty member outside the school or non-faculty member, please let Mr. Bacha know and he will send instructions to your referee. For references, make sure you receive hard copy to be included in packet.

- 4.) Request copy of official Augusta University transcripts through POUNCE and deliver to Mr. Bacha in sealed envelope at his office in University Hall 127.
- 5.) Complete Competency Statement, Resume, and Award, Honors & Distinction form no later than **January 16th** and submit to Career Services for review. Career Services will return feedback no later than close of business on **January 21st**. Earlier submission is highly encouraged. Be prepared to have all documentation complete by close of business, **January 23rd**.
- 6.) Complete Scholarship Application electronically and then print so that you can sign & initial appropriate sections in blue ink. Also complete FERPA Release for Student Conduct form.
- 7.) Submit all documentation in order indicated on student application instructions to Mr. Bacha in his University Hall 127 office no later than close of business **January 23rd**. He will create PDF version of document for submission based on paper application you submit.