**Office of Global Affairs –**

**Undergraduate Tuition Merit Scholarship Application Directions**

1. You may begin an application by going to the  [International Student Services Request Portal](https://internationalservices.wvu.edu/index.cfm?FuseAction=Security.AngLogin), logging in with your WVU credentials, going to “Requests and Documents, and selecting “Undergraduate Tuition Merit Scholarship”.
2. Fill out all required information and answer all questionnaires.
3. Please contact at least three individuals in order to receive the recommendations needed to be considered for the OGA Undergraduate Tuition Merit Scholarship and needed to upload with your application request. Applications will not be considered if all three recommendations are not received by the deadline. At least two of the three references should be completed by faculty members at West Virginia University.

In the event that any one of your references wishes to keep their recommendation letter private, they may e-mail a copy of the letter in .pdf format to **isss-students@mail.wvu.edu** in order for the selection committee to add the letter to your application and record. A placeholder document in the request for one of the letters will then indicate the recommendation was received and the reviewer requested it to remain private. Only the selection committee would then have access to the letter.

1. Please have the recommender use the guide below to provide information needed in the recommendation. They will place this information on department or organizational letterhead and then provide to you the .pdf copy of the letter to upload to your application or can e-mail it to [isss-students@mail.wvu.edu](mailto:isss-students@mail.wvu.edu). **Please only have a reference mail the letter in the event that they wish it to be private. The selection committee would like students to upload letters themselves if at all possible.**

The recommender will need to provide in the letter:

* Full Name
* Current Employer, department, and title
* Contact email and phone number
* In around 500 words or less, brief comments on the scholastic abilities, special qualities as a student at West Virginia University, and involvement in the community of the applicant showing special consideration as to why they believe you should receive the scholarship.
* Ink or electronic signature
* **Please note that recommendations that are received not containing any of the above or following the proper format may not be considered.**

1. Once the recommendation letter is provided back to you, please upload it to your application request in the appropriate sections or have them e-mail it to [isss-students@mail.wvu.edu](mailto:isss-students@mail.wvu.edu) if they wish it to remain private.

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1. Once all three recommendations are received and you have reviewed all information needed for the application to be considered, please be sure to **submit** your application to us by the deadline.
2. Decisions will made and recipients will be notified as soon as possible. Please note: Recipients will be responsible for payment of all tuition and fees to WVU through your student account prior to notification. If awarded a scholarship, you will need to make arrangements with the Mountaineer Hub for any refund after payment is made. Otherwise, the funds will disburse directly to your student account in the amount awarded.
3. Please contact [isss-students@mail.wvu.edu](mailto:isss-students@mail.wvu.edu) with any questions.