



COLLEGE OF ARTS AND SCIENCES




Guide for the 2023-24 Bailey Scholarship Application

Thank you for your interest in the Bailey Family Memorial Scholarship for study abroad. This year we are using the Interfolio online system and have prepared this instructional guide for your reference as you complete and submit your application.

Before beginning your application, make sure to read the **Description, Qualifications, and Application Instructions** before applying. When you are ready to continue, click on “Apply Now” (note: you will need to create an Interfolio account).

Application Steps

1. Documents Required (3 Confidential Recommendation Letters)

- In order to request recommendation letters, you must click 
- You will then click on the “Request a Recommendation” tab at the top and then click 
- You will need to add your recommenders to your contact list. Start by clicking in the text box underneath “Recommender” and click “add new.” You can then enter your recommender’s name and email address, then click “add.” Do this for both of your recommenders.
- After adding your recommenders to your contact list, continue scrolling down to “Information for Your Recommender.” The information will automatically fill in the information for the Bailey Scholarship Competition, including **Due Date**, **Website link**, and the **Message to your Recommender**. You may also add “Supporting Materials,” such as your resume, to help your recommender as they write your letter. You can then click: 
- You should see a confirmation page stating that your recommendation request has been sent successfully. Your recommender will receive an email at the address you provided with a link to upload their confidential letter. You can then click “Return to My Application.”

2. Personal Information

- The System will ask for your Education information, including Highest Degree Earned (High School/GED), Receiving Institution (the high school you attended), and Date Earned. You may fill out this information or choose “I prefer not to disclose my educational information.”


3. *Bailey Scholarship Application*

- You will then complete the Bailey Scholarship Application in its entirety. Please complete all required fields and answer all required questions.
- You will upload an **Essay Response** detailing: 1. Your reasons for studying the liberal arts abroad; 2. anticipated educational rewards of studying abroad; 3. long range career goals; 4. how plans for studying abroad relate to the above issues.
- You will upload a **Resume** detailing your accomplishments, volunteer/professional experience, awards, etc. to date.
- You will upload a list of the Liberal Arts Courses you intend to enroll in while abroad.

4. *EEO-1/Affirmative Action Voluntary Self Identification Form 2018-2019*

- This form may be disregarded by selecting “I prefer not to disclose” for reach of the questions.

5. *Review*

- This page allows you to see your progress on your application. Once your application is complete, you may then select  to submit your application to the committee.

A NOTE ABOUT MANAGING YOUR RECOMMENDATION LETTERS

- At any time you may choose to re-send requests to your recommenders as reminders. If a recommender is unable to submit a letter for you, you may always update your contact lists by first removing an existing recommender and adding a new recommender as needed.

Bailey Scholarship specific questions should be directed to Jeannie Brandon:

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