



## APPLICATION PACKET INSTRUCTIONS

**THE SCHOLARSHIP APPLICATION PACKET  
MUST BE POSTMARKED  
ON OR BEFORE JUNE 3, 2023  
THE DEADLINE WILL BE ENFORCED**

### GENERAL APPLICANT ELIGIBILITY REQUIREMENTS

- Verifiable Iranian heritage
- US citizenship OR legal permanent residency with a valid permanent resident card
- Enrollment as a full-time Undergraduate (Freshmen not eligible) or Graduate (PhDs not eligible) student in a degree-seeking program at an accredited institution in the U.S.
- Minimum 3.5 cumulative GPA
- Demonstrated need for financial assistance [must apply for the Free Application for Federal Student Aid (FAFSA)]
- Demonstrated commitment to community service
- One of the scholarships will be awarded to a full-time Undergraduate, Graduate or PhD applicant in the field of Iranian Studies at an accredited institution in the U.S. (all other eligibility requirements apply – such as Iranian heritage, citizenship/residency, GPA, financial need, community service)
- Scholarship applicants are limited to receiving two years of undergraduate scholarship and/or one year of graduate scholarship

### APPLICATION PACKET MUST CONTAIN THE FOLLOWING ITEMS (*See Below For Details*):

- 2023-24 IASF Scholarship Application
- Student Aid Report (SAR)
- Two Essays
- Two Letters of Recommendation and Two Standard Recommendation Forms
- Official Transcript
- GPA Certification Form For Non-GPA Schools (only required for applicants whose transcripts do not report or display a GPA on a 4.0 scale)

### FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

IASF requires all scholarship applicants to apply for federal financial aid. The FAFSA is made available free of charge by the U.S. Department of Education for the purpose of applying for federal and state student grants, work-study, and loans. To obtain a FAFSA, please visit [www.studentaid.gov](http://www.studentaid.gov). IASF will **NOT** accept a copy of your FAFSA.

### STUDENT AID REPORT (SAR)

IASF requires an official copy of the Student Aid Report (SAR) – containing your Expected Family Contribution (EFC), citizenship status, and name on the same page – as verification that you have applied for federal financial aid. You will receive a SAR from the U.S. Department of Education after you have filed the Free Application for Federal Student Aid (FAFSA).

- IASF will **NOT** accept a summary of the SAR
- IASF will only accept a correct and complete PDF version of the SAR

### **LETTERS OF RECOMMENDATION AND STANDARD RECOMMENDATION FORMS**

You must use the IASF Standard Recommendation Form. The completed Recommendation Form and the Letter of Recommendation by a relevant academic instructor or individual familiar with your academic, work and/or community service abilities on departmental/organizational letterhead must be received by IASF in a sealed envelope with the recommender's signature across the back of the sealed envelope. At least one recommendation must be from an academic instructor. Any Recommendation Form and Letter of Recommendation NOT within a sealed and signed envelope will not be reviewed and will not fulfill the Letter of Recommendation requirement; any Letters of Recommendation sent separately from the Application Packet will not be counted as one of the two required letters, and therefore, will disqualify your application.

### **OFFICIAL TRANSCRIPT**

Only an OFFICIAL transcript bearing an official seal or school stamp from the Office of Registrar will be accepted. The transcript will be considered invalid without such an official seal or school stamp.

### **GPA CERTIFICATION FORM FOR NON-GPA SCHOOLS**

The GPA Certification Form is only required for applicants whose transcripts do not report or display a GPA on a 4.00 scale. Your academic counselor or other school official must calculate, record and sign this form, verifying your GPA on a 4.00 scale.

**THE APPLICATION FORM WILL BE IN WORD FORMAT. ANSWER ALL QUESTIONS OF THE APPLICATION FORM. ANY CHANGES TO THE QUESTIONS WILL DEEM THE APPLICATION INCOMPLETE AND WILL DISQUALIFY THE APPLICANT. ONLY THE TWO ESSAYS OF THE APPLICATION FORM ARE SUBMITTED ON A SEPARATE SHEET OF PAPER WITH YOUR NAME AND STUDENT ID# ON EACH PAGE.**

**THE STANDARD RECOMMENDATION FORM AND GPA CERTIFICATION FORM FOR NON-GPA SCHOOLS WILL BE IN WORD FORMAT. ONCE YOU'VE COMPLETED THE APPLICANT PORTION OF THESE FORMS, PROVIDE THEM TO THE APPROPRIATE OFFICIALS FOR COMPLETION AS DESCRIBED BY EACH FORM. THESE FORMS MUST BE RETURNED TO YOU SO THAT THEY CAN BE INCLUDED IN THE APPLICATION PACKET.**

**ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED ON ANY FORMS – FOR YOU OR FOR OFFICIALS. ALL PRINTED FORMS AND OTHER REQUIRED DOCUMENTATION MUST BE FORWARDED IN A COMPLETE APPLICATION PACKET TO THE IASF.**

**THE COMPLETE APPLICATION PACKET MUST BE POSTMARKED ON OR BEFORE SATURDAY, JUNE 3, 2023. ANY MATERIAL SUBMITTED SEPARATELY WILL NOT BE ACCEPTED. ONLY COMPLETE APPLICATION PACKETS WILL BE REVIEWED. IT IS YOUR RESPONSIBILITY TO SUBMIT A COMPLETE APPLICATION INCLUDING THE CORRESPONDING REQUIRED DOCUMENTATION IN THE APPLICATION PACKET. NO MATERIAL WILL BE ACCEPTED VIA FACSIMILE, VIA EMAIL ATTACHMENTS, OR ANY MANNER OTHER THAN U.S. MAIL. THE APPLICATION PACKET SHOULD BE MAILED TO THE IASF AT:**

**P.O. BOX 500835  
SAN DIEGO, CA 92150**

**NOTE: SCHOLARSHIP APPLICANTS ARE LIMITED TO RECEIVING TWO YEARS OF UNDERGRADUATE SCHOLARSHIP AND/OR ONE YEAR OF GRADUATE SCHOLARSHIP FROM THE IASF. IF YOU SUBMIT THE SAME ESSAYS AND/OR RECOMMENDATIONS, AS YOU SUBMITTED AS PART OF PAST APPLICATION PACKETS, YOU WILL BE DISQUALIFIED.**

**WE CANNOT BE HELD RESPONSIBLE FOR LOST OR MISPLACED APPLICATION PACKETS. WE ARE NOT ABLE TO TRACK YOUR APPLICATION AND GIVE YOU UPDATES. WE CANNOT ACCEPT OR RETURN CORRESPONDENCE REGARDING YOUR APPLICATION STATUS. WE ENCOURAGE YOU TO SEND THE APPLICATION PACKET VIA CERTIFIED MAIL SO THAT YOU RECEIVE A POSTCARD WITH A SIGNATURE CONFIRMING DELIVERY.**

**ONLY THOSE APPLICANTS AWARDED SCHOLARSHIPS WILL BE CONTACTED BY AUGUST 31, 2023 AND THEIR NAMES WILL SUBSEQUENTLY BE POSTED ON THE WEBSITE AS AWARDEES. IF YOU HAVE NOT BEEN CONTACTED, PLEASE CHECK THE SITE, SINCE THAT IS THE ONLY METHOD OF TRACKING. THE DECISION REGARDING SCHOLARSHIPS WILL BE MADE AT THE SOLE DISCRETION OF THE IASF, AND SUCH DECISION SHALL BE DEEMED FINAL AND SHALL NOT BE SUBJECT TO FURTHER REVIEW, RECONSIDERATION, CHALLENGE OR APPEAL.**

**CHECKLIST – DO YOU HAVE THE FOLLOWING INFORMATION PREPARED FOR YOUR APPLICATION PACKET:**

- √ 2023-24 IASF Scholarship Application Form
- √ Student Aid Report (SAR)
- √ Two Essays (questions 34 & 35 of the Application Form)
- √ Two Letters of Recommendation and their respective Standard Recommendation Forms
- √ Official Transcript
- √ GPA Certification Form For Non-GPA Schools (only required for applicants whose transcripts do not report or display a GPA on a 4.0 scale)

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