

August 15, 2008

Beinecke Brothers Scholarship
Campus Deadline: January 22, 2008

Dear Beinecke Scholarship Applicant:

Thank you for your interest in the Beinecke Scholarship. Please read the entire application packet *carefully*. You are encouraged to consult the Beinecke web pages: <http://www.beineckescholarship.org>. Please contact Dr. Renee Courey at (650) 736-1236 or rcourey@stanford.edu for further information, to announce your intent to apply, and to ensure that you receive the same benefit of consultation as other participants in this competition.

Eligibility: Beinecke is by nomination through Stanford only. Open to juniors majoring in humanities, social sciences, or the arts, and who plan to enter a master's or doctoral program in the arts, humanities, or social sciences. Students must have demonstrated superior standards of intellectual ability, scholastic achievement, and personal promise during their undergraduate years. U.S. citizen or U.S. national from American Samoa or the Commonwealth of the Northern Mariana Islands. Have a documented history of receiving need-based financial aid during his or her undergraduate years.

Award: A Beinecke Scholar receives a total of \$34,000 in support of his or her graduate education. The student can receive up to \$4000 of the total for undergraduate expenses.

Application Procedures:

1. Email Dr. Courey at rcourey@stanford.edu for the brief application form. Please note that the bulk of the application consists of other materials listed below.
2. Ask three faculty members who know you well to complete letters of recommendation. Please refer to the guidelines on getting effective letters of recommendation copied below. Ask recommenders to return their evaluations to the Office of Undergraduate Advising and Research, 1st Floor Sweet Hall, Stanford University, Stanford, CA 94305-3088.
3. Work with your faculty mentors and UAR fellowships advisors to write your "Nominee's Essay." To schedule an appointment with someone in the UAR regarding fellowships or graduate school, **please visit** <http://www.stanford.edu/dept/undergrad/urp/Advising/>.
4. Submit all application materials to Undergraduate Advising and Research Programs, 1st Floor Sweet Hall by **January 22, 2008**. Your completed application must include:
 - Completed Application and Certification of Eligibility Forms (contact Renee Courey)
 - Current resume
 - Personal statement of 1000 words or less describing your background, plans for graduate study, and aspirations (as advised in consultation with UAR staff).
 - Three letters of recommendation
 - Official Stanford Transcript
5. A committee of Stanford Faculty will review applications and select one applicant to nominate to the Beinecke Scholarship Program. The nominee will be notified by February 12th, 2008 and will re-submit a final version of the application on an official form, working closely with staff to finalize materials. The UAR will send the final application to the Beinecke Scholarship Program in March, 2008. Winners will be notified in May, 2008.

Additional resources to help you in the application process:

Your application should be your best written effort: neat, legible, and well thought-out. You should work closely with your faculty mentors in your area of study while writing your application essays. The URP also has resources to help you in the preparation of your essays and activities list. A binder of application materials from past Stanford Beinecke

winners is available for consultation at Undergraduate Advising and Research, on the first and fourth floors of Sweet Hall.

We wish you good luck in the competition and hope you will find the application process a valuable and fulfilling experience.

Sincerely,

Renee Courey, Ph.D.
Associate Director, Undergraduate Advising and Research
Undergraduate Education

SOLICITING LETTERS OF RECOMMENDATION FOR THE BEINECKE COMPETITION

Scholarship selection committees depend heavily on recommendation letters to gain insight into applicants' personal strengths, weaknesses and accomplishments. This kind of information cannot be readily gleaned from transcripts and test scores, so it is in your best interest to help your recommenders write the most accurate and detailed letters possible.

You should begin to cultivate close working relationships with faculty early in your undergraduate career. Once you've become acquainted with faculty members through coursework, research or other ways, consider stopping by their offices once a quarter to discuss your interests and to keep in touch. When the time comes, you need not feel shy about requesting a recommendation. All faculty members and graduate students had the same service done for them, and they regard this as a familiar process. Refer to the following guidelines for managing your letter requests:

- **Choose the people who know you best.** Many students wonder whether they should ask a "big name" professor who knows only their face and final grade or a less-known professor who knows them better? Letters by famous people or well-known scholars *only* carry more weight if the famous person knows you *well* and can write a substantial, convincing letter. The more detailed and personalized a letter is, the more likely it is to make a strong impression on a selection committee, so you should ask your instructors with the most extensive, personal knowledge of you and your work.
- **Ask early.** It is common courtesy to allow recommenders *at least* three weeks to prepare and submit their letters. We highly recommend involving them in the early stages of your application process, while you are deciding what to write about and how to present yourself in the application materials. Their insights will prove invaluable, and they will be well-informed of your interests when they write their recommendations. You should thus begin your request with a substantial conversation about your interests and goals, and then ask them if they can write a strong letter of recommendation. Most likely they will say yes. In some cases, however, the faculty member may say no or that he or she can only write a recommendation citing certain qualifiers or weaknesses. In this case, you should accept his/her judgment graciously and consider asking for more feedback about your goals and plan for study.
- **Once faculty have agreed to write your letters, provide them with copies of your application materials.** The following items will help them to write accurate and purposeful letters:
 - photocopies of key pages from the application brochure, describing the nature and purpose of the scholarship
 - a copy (or a draft) of your application essays, or a summary of your career and educational goals
 - a list of your activities (sports, organizations, leadership and volunteer positions, etc.)
 - a description of pertinent work or research experiences
 - a copy of your transcript
- If a number of quarters have passed since you worked with a recommender, you should also provide her/him with a copy of your paper or class project.
- **FOR THE BEINECKE IN PARTICULAR: Ask you recommenders to write with the following foundation goals in mind:**

- **Potential for considerable contribution to field as a future professor;**
 - **Detailed descriptions of research and its value to the discipline;**
 - **Any impact thus far on disciplinary knowledge or practices;**
 - **Preparation for excellence in graduate studies;**
 - **Assessment of value of any current or anticipated publications.**
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- **Write out all submission instructions and deadlines.** There should be no question as to when and where to submit the finished letters. Provide properly addressed, typed and stamped envelopes.
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- **Keep in touch with your recommenders.** After submitting your application, send recommenders a thank you note expressing your appreciation for their guidance and support. Update them on your progress throughout the stages of the competition and inform them whether you are selected for the award or not. Should you need a recommendation in the future, this kind of follow-up communication will continue to foster a close, positive relationship with your faculty sponsors.