

Application Checklist

- Complete the application, including uploading letters of recommendation.
- Finish the essay. Proofread and copy edit the essay and review it for format.
- Request transcripts from all post-secondary institutions you have attended. Provide the institution with the information necessary for sending the transcript to the CMAA Foundation. These should be received by the Foundation no later than April 30, 2021.
- Sign and date the attestation page.
- Submit the application by 11:59 p.m. on April 30, 2021.

General Information

First Name	
Last Name	
Birth Date	
Permanent Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Current College/University Name	
School Address	
City	
State/Province	
Postal Code	
Phone Number	
CMAA Member	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide member number:
CMAA Regional Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
CMAA Student Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
Are you a CMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous CMAA Foundation Scholarship Recipient?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

Academic Information

Type of degree you are pursuing?	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Title of Degree Sought, e.g., BS, MA		
Anticipated Graduation Date		
Major Field of Study		
Minor (or Concentration) Field of Study		

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Please list any academic honors and awards you've received.

1.

2.

3.

4.

Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must submit an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

The current academic schedule may be scanned from the original. Transcripts must be requested from the institution and sent directly to the CMAA Foundation.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript Request

Extracurricular Activities

Please list any extracurricular information you consider significant, beginning with the most recent and working back chronologically. Emphasis will be given to activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment.

1. Organization Name	
Activity	
Date Range	
Hours	
Description	
2. Organization Name	
Activity	
Date Range	
Hours	
Description	
3. Organization Name	
Activity	
Date Range	
Hours	
Description	
4. Organization Name	
Activity	
Date Range	
Hours	
Description	

Employment

If applicable, please enter information regarding your most recent employment.

1. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

2. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

3. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

Letters of Recommendation

Please supply the following information related to letters of recommendation:

Individuals Name(s) and Relationship

Date of Recommendation Request

Essay

Applicants must submit **one** original essay addressing **both** of the following topics to be considered for a scholarship. Please do not exceed two, typed, single-spaced pages.

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

AND

2. Scholarship Interest

Please describe how your education and experience align with the values expressed by the Keville family.

Attestation

By submitting this application package for the Francis M. Keville Scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all decisions of the scholarship committee are final.

Name: _____ Date: _____

Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to the person you have asked to write a letter of recommendation.

Applicant's Full Name	
College/University Name	
Department	
Academic or Faculty Advisor's Full Name	

NOTE TO THE ADVISOR: This application (due **April 30, 2023**) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic competency, achievements, and prospect as a future CM/AEC professional in a **one-page recommendation letter**.

Your evaluation is confidential. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

How long have you known this student?		In what capacity?	
How often do you see this student?			