

A process to get support for writing your scholarship applications is available. Please review the process that Dr. Duban follows. He will work with faculty across campus including your mentor and other engineering faculty to give you the best opportunity for success

Dr. Duban's guide to the scholarship application

ONCE YOU HAVE AN APPLICATION FORM IN HAND (the following applies for all national- and international-scholarship opportunities, with the exception of the Rhodes Scholarship, for which you may receive absolutely no feedback on your application essay):

- determine the word or "character" limit for each entry;
- fill out that response in a Word document, adhering to the word or "character" limit;
- place that response beneath a cut-and-paste of the essay prompt (that is, the instructions for that essay), and run that response by your faculty mentor for thematic and stylistic feedback;
- incorporate that feedback into your Word document;
- cut and paste that revised Word document into an email to [james.duban@unt.edu](mailto:james.duban@unt.edu). I will provide additional feedback in the areas of style and tone.
- When you, your mentor, and I are satisfied with that Word document, you will undertake the same process for each subsequent entry or essay.
- After completing each entry this way, you will cut and paste those entries into the appropriate boxes or columns of the formal application. I advise you never to work on the Internet site until you have completed the essay(s) in Word.
- Students should complete the application at least three weeks prior to the deadline and show a copy of the completed application to any person from whom they expect a letter of recommendation. The completed application will give recommenders more to say about you and will also allow them to place their recommendations in the context of the specific scholarship and its expectations. Professors will also interpret the three-week buffer as a welcome gesture of courtesy.

I look forward to working with you on these opportunities.

James Duban  
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