



Educational Foundation

Project
Management
Institute.

14 Campus Boulevard
Newtown Square, PA 19073
Phone: +1 610 356 4600
Fax: +1 610 355 1661
Email: pmief@pmi.org
PMIEF.org

Academic Scholarship Application

FAQ

Applicant Information

This section of the application asks for information that helps us to identify and contact you, as well as information that is used to determine your eligibility for certain scholarships that have criteria related to where you reside.

A few questions in this section to pay special attention to are:

Date of birth: Please be sure to enter this in MM/DD/YYYY format. For example, if your birthday is on February 4, 1980 please enter 02/04/1980.

US/International Address: Clicking one of these radio buttons will toggle the requested information.

- For U.S. Address: Please note that we are asking for county, not country. So if you live in New Castle County Delaware, this section should say New Castle, not United States. Please be sure to check your spelling as this field is used to determine eligibility for some scholarships and misspellings could cause your application to be overlooked.
- For International Address: Province is not a required field since it will not be relevant to all applicants, but please be sure to complete this field if you are a Canadian resident as it is used to determine eligibility for some scholarships. Please be sure to check your spelling to ensure that your application is not overlooked.

PMI Membership Information

This section of the application asks for information that helps us determine if you or a close relative are a member of PMI and/or a PMI Chapter. Please ensure that any information entered in this section is accurate, as it is used to determine your eligibility for certain scholarships.

Applicants who indicate that an immediate family member is a member of PMI or a PMI Chapter and who reach the finalist round may be asked for the name and/or membership number of the person indicated at that time for verification purposes.

If the Chapter that you or your relative is a member of is not included on the list, please email PMIEFScholarships@pmi.org for assistance.



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Education Information

This section of the application asks for information that helps us to understand your previous accomplishments, as well as your educational goals. Information in this section serves two purposes: some questions help us to determine your eligibility for certain scholarships, while others are used in the application evaluation process.

A few questions in this section to pay special attention to are:

- **Transcript:** Please upload a transcript from the educational institution you most recently attended. Unofficial transcripts are allowed for this application (i.e. downloaded or screenshot from a student portal), but any applicant who becomes a finalist will be required to submit official transcripts before any scholarship funds can be released.
- If you are in high school/secondary school or have recently graduated and will be starting college/university for the first time, please provide a transcript from your high school/secondary school.
- If you have previously enrolled at the college/university level but are not currently enrolled, please provide a transcript from the last college/university you attended.
- If you are in the first semester of enrollment of a new program and your progress does not yet appear on your transcripts, please submit a transcript from the last school you attended, whether it was high school/secondary school or college/university.
- If you are currently enrolled in a program in which you have completed one or more semester and this progress appears on your transcripts, please provide transcripts from that institution.
- **Resume:** Please upload an up-to-date resume/CV. Please be sure to highlight any project management related experience or training in this document. If this experience occurred as part of a course or program that does not obviously state that it is project management-related, you may want to note the specific project management-related content in that section of your resume/cv.
- **Full Name of School:** This should be the complete name of the school at which you will be enrolled in the term closest to the end of the year.
- In the U.S. this will be the fall semester or your school's equivalent.
- Outside of the U.S. term schedules may differ, but we are looking for enrollment that coincides approximately with the months of August through December following the application deadline. These dates are not absolutes and are only provided as guidance of the time frame during which the fall semester would normally take place in the United States. An applicant should use his or her best judgement as to the term that most closely fits this time period. Terms do not need to last for the entire August to December



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date range, or may begin or end outside of this time period. If you are not sure if the term you are considering is a good fit, please contact PMIEFScholarships@pmi.org for assistance.

- Enrollment Status: This should be your status, as defined by your school, during the time period discussed for “Full Name of School” above.
- Generally speaking, in the U.S., the following definitions apply: Undergraduate taking 12 credits or more: Full-time student Undergraduate taking 11 credits or less: Part-time student Graduate student taking 9 credits or more (6 credits at some school): Full-time student Graduate student taking 4.5 credits or more, up to 8 credits: Half-time student Graduate student taking fewer than 4.5 credits: Part-time student
- However, some schools may count credits differently, so please review your school’s enrollment status definitions to determine the appropriate classification. If you are unclear as to which category is the best fit for your enrollment status after reviewing your school’s definition, please contact PMIEFScholarships@pmi.org for assistance.
- Start Date and Expected Graduation Date: This information helps us to understand where you are in your program in the event that there are any questions after reviewing your provided documentation. If you do not have a specific date available for one or both question, please estimate to the best of your ability.
- School Address Type: This should be the address of the school indicated in “Full Name of School.” Selecting either U.S. Address or International Address will determine which information is requested.
- For U.S. Address: Please note that we are asking for county, not country. So if you live in New Castle County Delaware, this section should say New Castle, not United States. Please be sure to check your spelling as this field is used to determine eligibility for some scholarships and misspellings could cause your application to be overlooked.
- For International Address: Province is not a required field since it will not be relevant to all applicants, but please be sure to complete this field if you are a Canadian resident as it is used to determine eligibility for some scholarships. Please be sure to check your spelling to ensure that your application is not overlooked.
- Major/Program of Study: This should indicate the major or program of study you will be pursuing during the time period indicated in “Full Name of School” above. If you are completing one program and beginning a new one in the next semester, please indicate the program you will begin in the next semester.
- Number of Credits: This should indicate the number of credits you intend to pursue in the term associated with the period of time indicated in “Full Name of School” above.