



OHIO UNIVERSITY MANASSEH CUTLER SCHOLARS AWARDS
Instructions for Completing Nomination Packet
DEADLINE: December 1, 2009

1. A student cannot apply directly for a Manasseh Cutler Scholars Award; their high school must nominate eligible student(s) for the award. The principal determines the method of nomination.
2. The nominee must graduate from an award-eligible high school in May/June 2010. Nominees will be accepted only from the high schools where awards are being filled for the 2010-2011 academic year. Those high schools (and the number of students they can nominate) are as follows:
 - **Hughes:** Oak Hill High School (can nominate up to six students)
 - **Jewell:** Eastern, Meigs, Southern, and Vinton High Schools (each school can nominate one student)
 - **Konneker:** McClain High School (can nominate up to six students)
 - **McClure/Fuller:** Athens High School (can nominate up to six students)
 - **Riedel:** Newark High School (can nominate up to six students)
 - **Riedel:** Bellaire High School (can nominate up to six students)
 - **Stocker:** Admiral King, Amherst Steele, Avon, Avon Lake, Brookside, Clearview, Columbia, Early College, Elyria Catholic, Elyria, Firelands, Keystone, Lake Ridge, Midview, North Ridgeville, Oberlin, Open Door Christian, Southview, and Wellington High Schools (each school may nominate only one student)
3. There are three sections to the nomination form:

SECTION I (pages 1, 2) is to be completed by the high school. High school must also provide:

 - an official transcript, with final grades for the junior year
 - a list of courses scheduled for the senior year
 - a school profile or key for interpreting the transcript
 - ACT or SAT scores (If the nominee has not yet taken one of the tests, he/she should schedule a test date as early as possible and have the results sent to Ohio University.)
 - Nomination form (page 1) must be signed by the principal or guidance counselor and returned to the Cutler Scholars program along with other nomination materials.
 - Principal or official representative must complete general evaluation form (page 2) and return with other nomination materials.

SECTION II (pages 3, 4, 5, 6, 7, 8) is to be completed by the student nominee

 - In addition to personal information, the nominee is to write a short essay (see page 4).
 - The nominee must submit an essay written as a class assignment (see page 5).

SECTION III: three letters of reference as specified on forms (pages 9, 10, 11)

 - A copy of the program brochure should be given to each person providing a reference, along with the reference form and envelope addressed to your high school principal or guidance counselor.
 - Reference letters are confidential. Each reference form should be returned in a sealed envelope to either the nominee or to the high school office for inclusion with other nomination materials.

4. The entire nomination packet must be submitted to the Cutler Scholars Program by an official representative of the high school once completed. All materials for the 2010-11 awards must be received in the Cutler Scholars office by **December 1, 2009**.
5. Nominees must apply to Ohio University by Admissions Office deadlines. To verify admission deadlines, check the Office of Undergraduate Admissions website or call 740-593-4100.
 - **NOTE:** The application and admission processes and all other financial aid/scholarship processes are separate from the Cutler Scholars award process.
6. Paper copies of the nomination forms, reference forms, or brochure **will not** be mailed or faxed to the high schools. All documents must be downloaded and printed by a high school official or a student nominated by their high school.
7. **All high schools must submit the names of their nominee(s) to the Cutler Scholars office by November 15. Please email the name(s) of your nominees to: CutlerScholars@ohio.edu or call 740-593-4266.**
 - Stocker-Cutler Scholar Award High Schools: please also let us know if your high school will not be submitting a nominee for the award.
8. For further information about the Cutler Scholars nomination process, call 740-593-4266 or send an email to CutlerScholars@ohio.edu.