Student Application Preparation Instructions

1. Students must use current forms
2. Form must be typed or electronically filled out. Unless prior arrangements have been made with the DoD CySP Program Office, hand-written applications (other than signatures/initials) will not be accepted.
3. Applications missing any required documents will automatically be disqualified
4. Students who are currently receiving funds from another scholarship program or who have a service obligation upon graduation are not eligible to apply for the DoD CySP.
5. Anticipated Final Graduation Date is for the degree program you are applying for scholarship support. Any applications that indicate a graduation date of January through September of the current year will not be eligible.
6. Transcripts: An official transcript is the institution's certified statement of the student's academic record. The official paper transcript is printed on security sensitive paper and contains the intuitions seal as well as a signature of the institution's registrar. An official electronic transcript is a PDF secured by a digital signature, which is displayed at the top of the transcript; sometimes they will include a blue ribbon. At least one version of the application must have official transcripts.
   a. **Official Security Paper Transcripts**: If submitting the official certified paper transcript, the hard copy application would contain the originals and the soft copy applications (PDF) would contain scanned versions of the transcript.
   b. **Digitally Certified Transcripts:** If submitting the official digitally certified electronic transcript, a print-out of that transcript must be included in the paper copy.
7. Students should not attach copies/pictures of social security cards, driver's license, passports, military identification, credit cards, degrees, certificates, and any other type of personally identifiable information. If any of these items are attached the application will not be accepted.
8. Letters of Recommendation should be an original version, not a copy, on official company/institution letterhead, include the contact information to confirm the letter is valid (full name, mailing address, phone number, email address) and must be signed by the author. Emailed letters will not be accepted.
9. Resumes must be on the resume template and should be limited to 2 pages and should include at a minimum the following:
   a. Education: include degrees, institutions, location, date of graduation (or expected date of graduation); major/minor fields; GPA
   b. Experience: jobs, internships, and/or volunteer work. Include name of company, position, and dates employed. List at least three important tasks, accomplishments, or skills gained at each job. Also identify any clearance level held. It is important that you identify the number of hours per week you worked.
   c. Skills: include computer systems; programs which you are proficient. Include foreign languages. List any other skills, certifications, clearance levels you may hold.
10. Paper applications must be printed single sided on plain white 8 ½ x 11 paper.
11. Paper applications may be held together by a paper clip, rubber band, or binder clip. **Do not staple or place in a binder.**

12. Students are responsible for submitting a complete paper application to the CySP point of contact on campus.
13. Students may provide a PDF copy application to the CySP point of contact on campus.

Order of documents:

1. ==*New Students:*==
    a. DoD CySP New Student Application Form (10 pages)
    b. Official Transcripts
    c. Resume
    d. Separate List: Awards, Honors, and Distinctions (page 5 of the New Student Application)
    e. 2 Letters of Reference
    f. OF612 Supplemental Competency Statement (page 6 of the New Student Application)
2. ==*Returning Students*==:
    a. DoD CySP Returning Student Application Form (7 pages
    b. Official Transcripts
    c. Resume
    d. 1 Letter of Reference

Saving a PDF copy of the application:

Students should provide the DoD CySP POC a PDF version of their application. Should a student not do so, the responsibility falls to the DoD CySP POC. Student applications should be saved using the "reduced size PDF" when possible. There should be one file per student application. Do not save student applications as one continues PDF. PDF files should be use the following file name structure:

- ==*NEW STUDENTS:*==
    o **LAST NAME_First Name_University**
        ▪ EXAMPLE: DOE_John_Worldwide University.pdf (CORRECT)
- ==*RETURNING STUDENTS*==:
    o LAST NAME_First Name_University_Returning

Adding additional words, numbers, or letters before or after the correct file name is not required and doing so slows down the process of compiling applications for the selecting DoD Agencies. Incorrect formats are as follows:

- Student Application_Doe_John_Worldwide.pdf (INCORRECT)
- Doejohnworldwideuniversity.pdf (INCORRECT)
- Worldwide University CySP Applications (INCORRECT)
- 11 – DOE_John_Worldwide University (INCORRECT)

PDF File size should not exceed 2.5 MB if possible.