

# AFTE Scholarship Program

## Instructions to Applicants

### ELIGIBILITY REQUIREMENTS

- Scholarships granted will be for the school year beginning on or about the following September.
  - Applicants for scholarships must satisfy the following requirements:
    - Applicants must be entering their **third year or higher** of a Bachelor's degree or enrolled in any year in an **advanced degree** (MS, PhD, MD or comparable) program.
    - The applicant must be enrolled as a **half-time student or greater** with the intent of seeking a career in Forensic Science and majoring in a natural, physical, or biological science.
    - Minimum grade point average of 3.0 on a 4.0 scale, or equivalent (75% or higher).
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Persons satisfying the above eligibility requirements may apply by submitting the completed AFTE Scholarship Application, three (3) Letter of Recommendation Forms, and an **official** copy of their transcript(s).

Failure to follow the following instructions could result in the dismissal of the applicant's packet for further consideration for the scholarship.

- All applications must be completed in English. Application materials (i.e. transcripts, recommendations) not generated in English must be accompanied by English translations.
- Application forms and recommendations must be **received** between January 1<sup>st</sup> and April 1<sup>st</sup>. Any component(s) sent via email must be received by 11:59:59 PM – US Eastern Time (UTC-7) on April 1<sup>st</sup>. Download the Application and Letter of Recommendation forms from [www.afte.org](http://www.afte.org)
- The Application Form is to be completed and electronically signed by the applicant with the signature verification box checked, and **emailed** to the Scholarship Chair at [AFTEScholarship@gmail.com](mailto:AFTEScholarship@gmail.com)
- The applicant must utilize the Letter of Recommendation Forms in obtaining three (3) academic and/or employment references, as applicable. The applicant should complete Part I and email the entire form to the appropriate individuals and have those individuals complete Part II. The applicant should ask those individuals providing recommendations to **email** the completed Letter of Recommendation Form to the Chair of the Scholarship Committee between January 1<sup>st</sup> and April 1<sup>st</sup>.
- **Official Transcripts must be sent directly to the Chair from the institution.** Alternatively, an official transcript previously issued to the student will be accepted if it is still in an institution-marked envelope with intact security features. Mailed transcripts must be **postmarked** between January 1<sup>st</sup> and April 1<sup>st</sup>. Transcript copies sent from an individual via email will NOT be accepted. Secure electronic transcripts must be sent directly to [AFTEScholarship@gmail.com](mailto:AFTEScholarship@gmail.com) from a secure credential delivery service. Electronic transcripts must be **received** between January 1<sup>st</sup> and April 1<sup>st</sup>.

Mailing Address:

**Robyn Ostby**, AFTE Scholarship Committee Chair  
c/o West Valley City Police Department  
3577 S. Market Street  
West Valley City, UT 84119 USA  
Email: [AFTEScholarship@gmail.com](mailto:AFTEScholarship@gmail.com)

**PURPOSE:**

To recognize and encourage outstanding students to pursue studies to prepare them for a career in the forensic science profession, especially in firearm and toolmark identification or closely related areas.

**SCHOLARSHIP FUNDS:**

AFTE awards annual monetary scholarship(s) of up to \$2,000.00 to students who are seeking or advancing a career in Forensic Science. Students must be enrolled at a college or university, regardless of location. The fund will be self-supporting and funding can be raised as follows:

1. Donations from foundations, corporations, and businesses
2. Solicitation of donations from AFTE members, professional associations, and individuals
3. A raffle at the annual AFTE Training Conference.

**ADMINISTRATION OF THE SCHOLARSHIP PROGRAM:**

The AFTE Scholarship Committee will administer the program. The application submission period is between January 1<sup>st</sup> and April 1<sup>st</sup> of each year. The Committee Chair will acknowledge receipt of all application components by email and share all completed applications securely with committee members, when possible, as least 30 days prior to the annual AFTE Training Conference. The Scholarship Committee will review the applications and select the recipient(s) of the scholarship(s) based solely on the information provided within the application packet. Scholarship granted will be for the school year beginning on or about the following September. Scholarship renewals are not automatic, therefore, it is necessary to apply each year for the scholarship.

The AFTE President will notify, in writing, the scholarship recipient(s). Scholarship funds approved will be made payable to the recipient and sent directly to the recipient. It is the responsibility of the recipient to perform appropriate tax and financial aid reporting/record-keeping. Recipients will be requested by the Committee Chair to provide a photograph and a brief biography to be posted on the AFTE website.

**FACTORS TO BE CONSIDERED WHEN GRANTING SCHOLARSHIPS:**

1. Scholarships will be granted on a merit basis, without regard to age, race, sex, religion, or country of origin.
2. The quality of the applicant's narrative statement and responses to questions asked in the Application Form.
3. Contributions of the applicant to the field of Forensic Science (if applicable). Preference will be given to students moving towards a career in Firearm and Toolmark Identification or working on a project related to firearm and toolmark examination.
4. Recommendations of academic advisors, instructors, and/or employers.