## 2025 NYCUA Scholarship Program

**Sample Memo to Applicants**

*(This memo should be distributed with 2025 statewide college scholarship program applications.)*

**Subject:** Important Information on Your 2025 NYCUA Scholarship Application

Dear Scholarship Applicant,

Thank you for expressing interest in our 2025 scholarship program, offered in partnership with New York Credit Union Association! We are reaching out to provide you with detailed instructions on applying to the program. Please review the following before completing your application.

**Important Eligibility Information**

To be eligible for this scholarship, you must be a member of a participating New York credit union. If you're not already a member, we encourage you to connect with [Credit Union Contact] at [Telephone Number] to explore opportunities for membership.

**Application Steps**

1. **Completing the Application Form:** Fill out the scholarship application form, using only the space provided for your responses. Other than where specified on the application form, no attachments, resumes, pictures or other materials of any kind should be submitted or used to answer the questions.
2. **Certification and Release Authorization:** Both you and your parent or guardian must sign the Certification and Release Authorization on the final page of the application form.
3. **Credit Union Verification Code:** Secure a verification code from your credit union to confirm your eligibility for the scholarship.
4. Application Submission: Your completed application should be submitted online via the NYCUA Scholarship Portal by **January 17, 2025**. Along with your application, please upload:
	1. A high school transcript documenting your GPA for grades 9-11
	2. Your essay response

Ensure that all sections of the application are complete and all necessary documents are included. Incomplete applications or those missing required components will not be considered.

When uploading documents, please use PDF, Word, or JPG formats only (Google Docs are not accepted). Save and upload the following as three separate files:

1. Scholarship Application
2. High School Transcript
3. Essay

**Assistance and Notifications**

If you require further clarification or assistance, do not hesitate to reach out to [Credit Union Contact] at [Telephone Number]. Successful applicants will be notified in May 2025.

We thank you for your interest in our scholarship program and eagerly anticipate your application. Best of luck in this and all your future endeavors!

Warm regards,

[Credit Union Scholarship Contact]

[Contact Information]