

A complete nomination packet includes all of the following:

- Completed and ranked nomination application
- Nominee’s resume
- Nominee’s 500-word personal essay
- Two letters of recommendation (one from a faculty member and one from a non-faculty member)

PART A. Completed by Applicant (All fields must be completed)

Last Name		First Name		MI	Email Address	
Mailing Address				Phone Number		
City				State	Zip	Are you classified as a Texas Resident? Yes No
				Expected Family Contribution (EFC) <small>(See Application Instructions)</small>		

PART B. Completed and signed by the Dean of the Graduate Department (All fields must be completed)

Nominee’s Major		Degree Sought		Cumulative GPA	Nominee’s Priority status: [] 1 of 1 [] 1 of 2 [] 2 of 2	
Institution Name				Nominating Dean’s Name		
Institution’s Graduate Department Mailing Address				Title		
				E-mail Address		
				Phone Number		
City				State	Zip	Fax Number

Certification Statement: I hereby nominate the student listed above for the 2019-20 Kenneth H. Ashworth Fellowship Program and certify that the information on this application is accurate to the best of my knowledge.

Signature: _____

Date: _____

SUBMISSION

A completed nomination packet must be submitted by the nominating Dean to the Texas Higher Education Coordinating Board (THECB) by **February 20, 2019**. Send required documentation by U.S. **Certified Mail** to:

Texas Higher Education Coordinating Board
Attn: Financial Aid Services
1200 E. Anderson Lane
Austin, TX 78752-1706

NOTE: Nomination packet must be postmarked by the deadline to receive consideration.

For questions, contact Financial Aid Services at (888) 311-8881 or by sending an online website inquiry through [CONTACT US](#) (select “Financial Aid Question” as the **Contact Reason**).

To apply for the Kenneth H. Ashworth Fellowship Program, a student must be selected by the Dean of the Graduate department at the institution where the student is attending. To receive consideration for this award, all required documentation must be submitted by the nominating Dean, to the Texas Higher Education Coordinating Board (THECB) by **February 20, 2019**.

1. APPLICATION

Part A: Completed by Applicant

- Most recent contact information.
- Current Texas Resident status reported at your institution's Admissions Office.
NOTE: Students classified as non-TEXAS Residents are not eligible.
- The calculated Expected Family Contribution (EFC) is **required** by all applicants. The EFC is calculated based on the information provided on the current 2018-19 Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) or the 2019-20 FAFSA/TASFA (if available). To retrieve your calculated EFC, please review your Student Aid Report (SAR) on <https://fafsa.ed.gov/>, or visit your institution's Financial Aid Office if the TASFA was used.

Part B: Completed and Signed by the Dean of the Graduate Department

- Declared major listed at the institution.
- Declared degree listed at the institution (Masters or Doctoral).
- Overall cumulative Grade Point Average (GPA) reported at the institution.
- Priority ranking (Nominating Dean can select and rank 2 nominees):
 - 1 of 1 – Nominee is the only student being submitted for consideration.
 - 1 of 2 – Nominee is ranked #1 of 2 students being submitted for consideration.
 - 2 of 2 – Nominee is ranked #2 of 2 students being submitted for consideration.
- Institution's Graduate department mailing address.
- Nominating Dean's contact information.
- Nominating Dean's signature (for certification).

2. APPLICANT'S RESUME

Include the applicable information:

- Education
- Employment Information
- Internships
- Campus/Community Activities

3. APPLICANT'S 500-WORD PERSONAL ESSAY

The applicant's essay should include personal and professional goals, and how those goals relate to a career in public service. In addition, the applicant should describe any classes, volunteer experiences, extracurricular activities, or employment experiences which have prepared the nominee for a career in public service.

4. TWO LETTERS OF RECOMMENDATION

Each applicant must submit two letters of recommendation, one from a faculty member and one from a non-faculty member. Awards are made based on each applicant's academic ability, career plans, and individual qualifications, with an emphasis on leadership and communication skills.

5. SUBMISSION INSTRUCTIONS

Completed applications with required documentation must be submitted by U.S. **Certified Mail** to:

Texas Higher Education Coordinating Board
Attn: Financial Aid Services
1200 E. Anderson Lane
Austin, TX 78752-1706

Note: Nomination packet must be postmarked by the deadline to receive consideration.