UCI Alumni

Please follow directions carefully and complete this application accurately in its entirety. Include required attachments. <u>Incomplete or late applications will not be considered.</u>

1) PERSONAL INFORMATION

Name (As printed on transcript) _____

                    Last   First   Middle

E-mail Address _____ Student ID_____

Phone Number _____

Permanent Address _____

               Number and Street

_____

       City   State   Zip

Local Address (If different from above) _____

               Number and Street

_____

       City   State   Zip

2) SCHOLASTIC INFORMATION

a. Please check off the school/program for which your major is represented. If multiple majors, check all that apply. Do not check for a minor.

☐ Claire Trevor School of the Arts
☐ School of Biological Sciences
☐ The Paul Merage School of Business
☐ School of Education
☐ The Henry Samueli School of Engineering
☐ School of Humanities
☐ Donald Bren School of Information & Computer Sciences

☐ Sue & Bill Gross School of Nursing
☐ School of Pharmacy & Pharmaceutical Sciences
☐ School of Physical Sciences
☐ Program in Public Health
☐ School of Social Ecology
☐ School of Social Sciences

b. Please complete the following information:

Major(s): _____

Minor (if applicable): _____

Date of graduation: ☐ <u>Fall 2023</u>   ☐ <u>Winter 2024</u>   ☐ <u>Spring 2024</u>   ☐ <u>Summer 2024</u>

Total Cumulative Grade Point Average (3.500 or higher required): ___.___ ___ ___

3) UCI REGISTRAR TRANSCRIPT *****ATTACHMENT REQUIRED***

   a. Please attach a copy of your UCI transcript through <u>Fall 2023</u> from the Registrar's Office.
      -StudentAccess copies are not eligible
      -Only Registrar Official or Unofficial transcript copies including Fall grades will be accepted
      -Please plan ahead to eliminate complications securing a transcript
      -Instructions on how to obtain a Registrar's transcript while off-campus are provided in the following link:
      http://www.reg.uci.edu/services/transcripts/unofficial.html

4) LETTER OF RECOMMENDATION *****ATTACHMENT REQUIRED***

   a. Please include only 1 letter of recommendation from a <u>UCI</u> faculty or staff member.
      -If faculty/staff express concerns about confidentiality, please have them either submit their letter of rec to the attention of Blake Stone (bstone@uci.edu) or in an envelope with their signature or seal across the flap. It should be submitted with your application, sealed and unopened, in the same order as listed on the following instructions page. Letters of recommendation submitted in a sealed envelope require that you submit your completed application via in person or by mail.

5) RESUME OR CURRICULUM VITAE *****ATTACHMENT REQUIRED***

   a. Please include a Resume or Curriculum Vitae detailing your extracurricular activities, employment, research, honors and awards.

6) PERSONAL ESSAY *****ATTACHMENT REQUIRED***

   a. Submit a personal essay of a maximum of 500 words using standard formatting. (Regular Times New Roman, font size 12, and double-spaced)

      TOPIC:
      Please describe your involvement in, and contribution to, the UCI campus community. How have you shown exemplary character while at UCI and devoted your time and talents to benefit the campus community through research, leadership or service?

7) SIGNATURE

I have read and understand the enclosed information. I affirm that the information which I have provided on this application form and required attachments that I have submitted is complete, accurate and true to the best of my knowledge.

I consent to allow the Office of Academic Integrity & Student Conduct to disclose the contents of my academic and disciplinary conduct file to the UCI Alumni Association for the purposes of final eligibility evaluation for the Chancellor's Award of Distinction. I understand recipients of this award must have clean academic and student conduct records with UCI. I also understand that furnishing false information may result in disciplinary action pursuant to the UC Irvine Code of Student Conduct.

_____   _____
Signature of applicant (in ink)   Date of application

PLEASE SEE NEXT PAGE FOR IMPORTANT INSTRUCTIONS
ON HOW TO SUBMIT YOUR APPLICATION

HOW TO SUBMIT YOUR APPLICATION

Please read these submission instructions carefully. Failure to follow instructions as indicated will result in your application not being included for consideration. No phone calls please. Only include required items as listed below. Omit this instructions page when submitting your packet.

OPTION 1: Via Email (Preferred)

1) Gather all required documents and place in the order indicated:

   Application > Registrar Transcript > Letter of Rec. > Resume/CV > Essay

2) Scan and save as a <u>single</u> .pdf file

3) Name the .pdf file exactly as your full name on your transcript:
   a. Example 1: Last, First Middle.pdf
   b. Example 2: Last, First.pdf

4) Compose an email as follows:

   Send to: alumni@uci.edu
   Title: CAD Application
   Attachment: (Your .pdf packet as explained above)
   Message: Include a short message with your name and that you are applying for the Chancellors Award of Distinction

5) Submit the email to ensure delivery by the deadline

<u>**Complete applications must be received by Fri. February 23, 2024 at 4:00pm PDT. No exceptions.**</u>

OPTION 2: Via In-Person Delivery/Mail

1) Gather all required documents and place in the order indicated:

   Application > Registrar Transcript > Letter of Rec. > Resume/CV > Essay

2) All documents must be single-sided and on 8.5x11 inch paper. Do not include any double-sided printed documents. Back sides of double-sided documents will not be considered.

3) Attach documents with a paperclip, binder clip, or not at all. Do not staple.

4) Place in an envelope and address to:
   ATTN: CAD Application
   UCI Alumni Association
   Newkirk Alumni Center
   450 Alumni Court
   Irvine, CA 92697-1225

5) If mailing, we recommend ensuring delivery is guaranteed by the deadline date/time.

<u>**Complete applications must be received by Fri. February 23, 2024 at 4:00pm PDT. No exceptions.**</u>

Award Recipients will be notified just prior to graduation. No phone calls please.
Omit this instructions page when submitting your packet.