

UNIVERSITY OF ARIZONA – INTELLIGENCE COMMUNITY CENTER OF ACADEMIC EXCELLENCE LANGUAGE IMMERSION & STUDY ABROAD SCHOLARSHIP APPLICATION

COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY | INTELLIGENCE AND INFORMATION OPERATIONS PROGRAM
520-626-2422 EXT. 2134 | CONTACT: IALMAZAN@EMAIL.ARIZONA.EDU

Thank You for Your Interest in the University of Arizona's Intelligence Community Center of Academic Excellence Language Immersion and Study Abroad Scholarship. The 2020 scholarship will provide five (5) successful candidates the opportunity to participate in a four-week intensive Spanish language course of study, followed by a four-week session of study abroad in Peru, between **June 1, 2020 – August 15, 2020**. During your four-week study abroad practicum you will apply your learned language skills, continue to refine your language knowledge, and gain global awareness, through experiential and service-based learning in a different culture and country.

The Scholarship is open to current and prospective students with a declared major in Intelligence Studies or Intelligence and Information Operations and students with a declared minor in Intelligence Studies or Intelligence and Information Operations, from any other academic major. **Prospective** students must have been accepted into the Intelligence Studies or Intelligence and Information Operations program by the application submission deadline. See the application for more details.

The University of Arizona will provide applicants with the templates for the application packet. The application preparation will require your time and attention; the selection process will be rigorous and competitive. However, it will be well worth it, if selected. Applicants who are selected will have additional administrative requirements to complete to confirm their participation and attendance in the Language Immersion and Study Abroad program, including an online application, disclosure and liability release forms, airfare liability statement, international health insurance and health disclosure forms, and a commitment/withdrawal election. Lastly, selected students will be required to enroll in a three (3) unit Independent Internship course; the student is responsible for all associated tuition and course fees.

About the University of Arizona's IC CAE Program: The University of Arizona College of Applied Science and Technology (CAST), received its IC CAE designation in June of 2019. Our rigorous and applied Intelligence Studies curriculum exceeds the minimum academic requirements recommended by the Intelligence Community to prepare students to become competitive and successful in obtaining careers in intelligence and national security affairs. Our program welcomes students with diverse cultural and academic backgrounds, multi-language proficiency, geographical expertise and associated competencies.

CAST received a five-year grant from the U.S. Intelligence Community (IC) to help educate, train, and develop the next generation of Intelligence Professionals. Over the next five-years, CAST will communicate and offer IC CAE students exclusive IC career opportunities, and unique possibilities for professional and academic development. All IC CAE scholarships and opportunities are open to undergraduates who have declared a major or minor in Intelligence Studies or Intelligence and Information Operations, hold a minimum GPA of 3.0, are in good academic standing, and are U.S. citizens.





Language Immersion and Study Abroad Application Instructions and Eligibility Requirements:

1. **To Apply:** Please read this instructional guide thoroughly before acting, print (single-sided) all the required documents for the application packet; except the letters of recommendation, which may be double-sided. Fill out completely (typed), sign and return the original hard copies of the complete application packet along with all required supporting documents **by postal mail or hand delivering to the designated point of contact at the Main University of Arizona Campus or the Sierra Vista, AZ locations.** *Detailed mailing and delivery instructions are below.*
2. **Eligibility:** The Scholarship is open to current and prospective students with a declared major in Intelligence Studies or Intelligence and Information Operations and students with a declared minor in Intelligence Studies or Intelligence and Information Operations, from any other academic major. *Prospective students must have been accepted into the Intelligence Studies or Intelligence and Information Operations program by the application submission deadline.*
3. **Applicants must** be a U.S. Citizen, possess or be eligible recipients of an unrestricted U.S. Passport.
4. **Grade Point Average (GPA):** Primary consideration for all applicants will be given to those who have a cumulative GPA of 3.0 or higher and who demonstrate the ability to write and communicate well. Attention will also be given to strong reference letters, alignment with career goals, and relevant experiences in and out of the classroom.
5. **Application Deadline:** 5:00 PM MST on Tuesday, March 10, 2020; late or incomplete applications will not be considered.
6. **Mailing and Delivery:** Mail or hand deliver the signed, completed application packet to the Intelligence and Information Operations Program Manager, at the University of Arizona, College of Applied Science and Technology, Sierra Vista, AZ or hand deliver to Chris Fox, Program Manager, University of Arizona- Applied Research Corporation, Saguaro Hall, Main Campus – Tucson, AZ. Completed applications and all required supporting documents must arrive by mail or be hand delivered at either office listed before 5:00 PM MST on Tuesday, March 10, 2020. The deadline is for arrival of mailed applications; it is not a postmark deadline. Late or incomplete applications will not be considered.

Mail all completed application materials to:

Iris Almazan, Program Manager
Intelligence and Information Operations
College of Applied Science and Technology
The University of Arizona
1140 North Colombo Avenue, Sierra Vista, AZ 85635
**Note: Mailing and Physical address for USPS, FedEx
and UPS*





7. **Full and complete application packet includes the following items (A-H):**
- a. Student Application Checklist complete with dates and student initials for each item required;
 - b. University Privacy Statement (signed) for this application packet;
 - c. Maximum One-page, 12pt. Times New Roman font, professional cover letter that addresses the questions below:
 - i. What are your career and academic plans and how does the IC CAE Intelligence/Study Abroad opportunity align with your plans?
 - ii. What interests you the most about the IC CAE Intelligence/Study Abroad opportunity?
 - iii. What makes you a great candidate for this particular IC CAE opportunity?
 - d. Completed application form with signature of applicant;
 - e. Maximum three-page, 12pt. font, professional resume including relevant academic, service, work and/or internship experiences (use format provided);
 - f. Unofficial transcript(s) from all undergraduate and graduate institutions attended, as applicable. Documents must be printed legibly for the Review Committee and show full enrollment period(s) including the current semester if applicable and grade point average (GPA);
 - g. Three-current (in the last three-years), signed letters of recommendation (LOR) forms specific to this scholarship opportunity. One from a faculty member; the second from an employer, internship or volunteer supervisor or other person who can attest to work habits and reliability outside the classroom, and the third at the applicant's discretion.
 - h. Valid U.S. Passport or application initiated *Note: Passport not required to apply; U.S. passport or proof of submitted application must be brought to interview if selected.

For questions or assistance contact Iris Almazan, Intelligence and Information Operations Program Manager at almazan@email.arizona.edu or call 520-626-2422

*****APPLICATION FORMS BEGIN ON NEXT PAGE*****





STUDENT APPLICATION CHECKLIST

Document	Completion Date	Student Initials	University Initials	Review Board Comments
Student Application Checklist with Completion Dates and Initials				
University Privacy Statement *Signed and dated				
One-Page Professional Cover Letter *Must address questions provided				
Completed Student Application Form				
Professional Resume *Use format provided				
Unofficial Transcripts				
Letter of Recommendation Form - Academic				
Letter of Recommendation Form - Professional				
Letter of Recommendation Form – Academic or Professional *Third evaluation is at the applicant’s discretion				
Valid US Passport /or proof of application–Not required for application, only if selected.				





STUDENT APPLICATION

Personal Data (Type or Print Clearly):

Last Name:		First Name:		Middle Initial	
Street Address:		City:		State:	Zip:
Primary Phone Number:		Alternate Phone Number:		Email Address:	
Date of Birth:		Place of Birth		Country of Citizenship:	
Current and Valid U.S. Passport (or application submitted)			Do You Currently Have or Have Held a U.S. Security Clearance?		
YES NO		If So, What Level and Year:			

University of Arizona or Previous Institution Academic Data/Record (Type or Print Clearly):

Student ID Number:		Academic Advisor:	
Major or Concentration:		Second Major/Minor(s)/Certificate(s):	
Cumulative GPA:		First Major GPA:	
Expected Graduation Month/Year:		Credits Completed:	
Most Relevant Coursework Completed; List Course Name, Level, and Final Grade for Each (Or Expected If Currently Enrolled):			
1.		2.	
3.		4.	

References and Recommendations (One Academic, One Professional; One at your discretion Use Form Provided):

1.	Name:	Organization:	Phone:
	Title:	Relationship:	Email:
2.	Name:	Organization:	Phone:
	Title:	Relationship:	Email:
3.	Name:	Organization:	Phone:
	Title:	Relationship:	Email:

Student Signature _____ **Date:** _____





LETTER OF RECOMMENDATION FORM

Student Portion

Type of Evaluation: *ACADEMIC or PROFESSIONAL*

Student Full Name (Printed)	Date	Academic Major
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Evaluator Portion

You are being asked to recommend the above-named applicant for selection to the Language Immersion and Study Abroad program. Your frank evaluation will aid in the selection of the students who will demonstrate the strongest performance in the program and derive the greatest benefits from it. We would, therefore, appreciate your careful assessment of this student's intellectual ability, academic motivation, past performance, maturity, and potential for career success in an intelligence-related field.

Please return this form to the applicant with an original hand signature or secured digital signature. Should you have any questions or concerns about the Program, please contact Mr. Iris Almazan, Intelligence and Information Operations Program Manager at ialmazan@email.arizona.edu or 520-626-2422 ext. 2134.

Evaluator's Name:	Title:
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Relationship to Student:	How Long Have You Known this Student?
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Academic Program or Organization:

Telephone:	Email:
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May we contact you if further clarification is needed? YES NO

Evaluation Matrix Please use the following matrix to rate the applicant in relation to others you have known at comparable stages in their academic or professional careers.

	Excellent (Top 10%)	Very Good (Top 25%)	Above Average (Top 50%)	Average or Below
Intellectual curiosity				
Work ethic and responsibility				
Initiative and leadership ability				
Integrity and ethical judgment				
Writing abilities				
Oral communication skills				
Analytical and critical reasoning skills				
Career potential in intelligence-related profession				





Written Recommendation Please provide a short narrative, which would help in the evaluation of this candidate. Please comment on the applicant's academic or workplace performance, leadership ability and personal maturity.

Overall Recommendation Please provide an overall recommendation for this student by checking one of the boxes below:

- I strongly recommend the applicant for acceptance to the Center for Academic Excellence Scholars Program.
- I recommend the applicant with some reservations.
- I do not recommend the applicant for acceptance.

Recommender's Signature

Date





UNIVERSITY PRIVACY STATEMENT

By applying to this Scholarship, you agree to submit complete and accurate information about yourself to be evaluated for selection to the Language Immersion and Study Abroad Scholarship at the University of Arizona, College of Applied Science and Technology. By checking "accept" to the box below, you consent to the following:

- Information you provide will be accessed and reviewed by academic program personnel associated with the program(s), their affiliates to include the Federal Awarding Agency Office of the Director of National Intelligence (ODNI), and/or their delegates, in order to submit a selection recommendations to the Program Director.
- Information you provide will be accessed and reviewed by College of Applied Science and Technology and their affiliates including ODNI, and/or delegated personnel for the purpose of processing your application.
- Your personal information will not be sold or shared with 3rd-parties not affiliated with the University of Arizona except in very rare and specific circumstances as documented in the university registrar's [FERPA statement](#).
- If you are classified as an international applicant and will require a visa to attend classes in the united states, some of your biographic details will be used to facilitate the visa issuing process and will be shared with the U.S. federal government. Please be familiar with our [information for international students](#) if this may apply to you. More information can be found at: <https://grad.arizona.edu/international-students>.

Please read and understand about the University of Arizona's commitment to [information security & privacy](#). The information can be accessed at <https://www.arizona.edu/information-security-privacy>. All and any documentation submitted through this application will be safeguarded and disposed of, in accordance with University of Arizona's policies and procedures, and associated state and federal laws.

Please also be advised that all materials submitted in support of an application become the property of the University of Arizona and will not be returned to you or forwarded to other schools or agencies. For this particular application, to the Language Immersion and Study Abroad Program, only copies of the Student's [Checklist, signed University Privacy Statement, FERPA Election Waiver, Professional Resume, and Application Evaluation Matrix](#) will be retained; all other documents will be destroyed in accordance with the University of Arizona's policies and procedures. If you have "one of a kind" and difficult to replace documents, we suggest that you have your issuing institution certify copies for you to submit with your application. This will allow you to keep your original documents.

I accept these conditions

I do not accept these conditions

I understand if I select, "I do not accept these conditions" my application will be removed from consideration.

Student Full Name & Signature

Date



First Last Name
Street Address
City, State Zip code
Phone Number | Email Address
Clearance Level if applicable

[Today's Date]

Language Immersion &
Study Abroad Selection Committee
College of Applied Sci & Tech
The University of Arizona
1140 North Colombo Ave.
Sierra Vista, AZ 85635

One-Page, 12pt. Times New Roman Font, Professional Cover Letter that Addresses the Questions Below:

1. What are your career and academic plans and how does the IC CAE Intelligence/Study Abroad opportunity align with your plans?
2. What interests you the most about the IC CAE Intelligence/Study Abroad opportunity?
3. What makes you a great candidate for this particular IC CAE opportunity?

TEMPLATE

First Last Name
Street Address
City, State Zip code
Phone Number | Email Address
Clearance Level if applicable

Intelligence Qualifications & Experience

What is your career objective and why do you want this scholarship?

Relevant Knowledge, Skills & Abilities

List your competencies in this area, up to six. Include computer systems; programs which you are proficient, inter-personal abilities, and other knowledge or soft skills.

- KSA
- KSA
- KSA
- KSA
- KSA
- KSA
- KSA
- KSA
- KSA

Language Proficiency (Beginner, Intermediate, Advance or Native):

Document all the languages in which you are proficient, make sure to include the level of fluency.

Education/Certifications/Licenses:

Include degrees, certifications and professional current licenses.

Degree Type & Concentration (GPA 0.00)

Minor (If Applicable)

Educational Institution

Dean's List; Summa Cum Laude

Graduation Year

City, State

ABC Certificate

Certifying Body

Certification Year

City, State

Technician- Advance (License #xxxxxxx)

Accrediting Body

Licensing Year

City, State

Experience:

Jobs, Internships, and/or volunteer work. Include name of company, position, and dates employed. List at least 3 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.

Company Name

Job Title/Positon

Dates of employment

List at least 3 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.

City, State

Awards/Leadership/Contributions

Include academic and professional recognitions (certificates included) honors, distinctions or awards that you have received. Be sure that you include any scholarships, membership in any honorary societies to which you were admitted because of academic accomplishment, and any significant contributions to your community, leadership roles in academic groups, organizations, societies, or associations to which you

were nominated or elected. The items described in this section need not be job-related. Include the period or date of the accomplishment, the awarding institution or organization, and what you did to earn the recognition.

Awards

- Big Box Store Employee of the Month Month, Year
- Special Thanks Achievement Recognition Month, Year

Leadership

- Elected President of xxxx Organization Month, Year
- Recipient 40 under 40 Recognition, City, State Month, Year

Contributions

- Fundraised \$xxxx.000 for Shelter Pets, City, State Month, Year
- Collected 127 Coats for Homeless, City State Month, Year

TEMPLATE



IMPORTANT: DID YOU REMEMBER TO (DIGITALLY OR HAND) SIGN THE APPLICATION, UNIVERSITY PRIVACY STATEMENT AND INCLUDE YOUR STUDENT APPLICATION CHECKLIST, UNOFFICIAL TRANSCRIPT(S), RESUME, THREE LETTERS OF RECOMMENDATION, AND COVER LETTER WITH RESPONSES? ALL MATERIALS MUST MEET REQUIREMENTS AND ARRIVE BEFORE THE DEADLINE OF 5:00 PM MST ON TUESDAY, MARCH 10, 2020 TO BE CONSIDERED.

