

RONALD E. MCNAIR POST-BACCALAUREATE ACHIEVEMENT PROGRAM APPLICATION CHECKLIST

You can use this checklist to help you organize your application materials. As you complete sections of the application, mark them off the list. The application deadline for the Summer 2019 McNair Scholars Program at the University of Minnesota is January 28, 2019.

Applications must be postmarked on or before January 28, 2019.

- Completed Sections A through D
- Enclosed your unofficial transcript (or arranged for it to be sent) (Section F)
- Attached a two-page, double-spaced, 12 pt. font essay (Section D)
- Completed Section G:
- Reported your taxable—*not total*—income. Refer to correct line.
- Enclosed a photocopy of the IRS 1040 or recent proof of financial aid
- Delivered Recommendation Forms to three recommenders (Section H)
 - Two (2) faculty recommenders
 - One (1) personal support letter (note different form from faculty recommender)
- Signed and dated the application (Section I)
- Send or drop off all materials on or before January 28, 2019, to:

TRIO McNair Scholars Program
University of Minnesota
[40 Education Sciences Building](#)
56 East River Rd
Minneapolis, MN

Phone #: (612) 625-0772

Thank you for your interest in the McNair Scholars Program at the University of Minnesota. We look forward to receiving your application. ***The application priority deadline is Monday, January 28, 2019.***

Students are strongly encouraged to apply early and utilize the McNair program and university resources for assistance. The McNair Scholars program has a layered admissions process. Please see our website for additional information {insert link}.

Students who are accepted for the 2019 McNair Scholars Program at the University of Minnesota will be notified as soon as all applications are read and decisions are finalized. If you have any questions, please contact the TRIO office and we will be happy to assist you.

Tips for Requesting Letters of Recommendation

Three (3) recommendation forms, two (2) of which should be from faculty in your major field of study, are needed. Below are tips for requesting letters of recommendation:

1. Start a list of faculty who you would ideally like to complete a recommendation form for you.
2. Once you have your list narrowed down, provide your recommenders plenty of lead time to prepare their responses.
3. There are many ways to request a letter of recommendation (schedule short meeting w/ faculty, attend office hours, email). Do what is most comfortable for you.
4. Make sure your letter writers have all the materials they need to honor your request. Including:
 - deadline information
 - program information, i.e. provide link to U of M McNair website
 - your full name, address, email, and phone number
 - complete the top portion of the recommendation form
 - stamp and address envelope
 - attach copy of your resume or description of relevant activities, honors, achievements
 - provide brief description why you are interested in McNair.
 - again, make it easy for your letter writers to honor your request.
5. Send a courtesy email 2 weeks prior to letter writers to, again, thank them and remind them of deadline. Faculty are busy and gentle reminders are appreciated.
6. Thank your letter writers as they are doing you a favor. They will be more likely to serve as a future reference and it is just good etiquette.
7. Breathe. The McNair program recognizes many letters of recommendation will come in after the deadline. Don't worry. Just make sure you have all your other application material in by the January 28, 2019, deadline.

Tips for Finding a Faculty Mentor

Do you know a faculty member who is working on a research project that you would be interested in working on in summer 2019? Prospective scholars are not required to have a faculty mentor lined up before the application deadline. However, we encourage scholars to start making some connections. Below are tips for finding and approaching a prospective faculty mentor:

1. Review McNair website (see below link) alumni book and online scholar abstracts for ideas
2. Consult your professors and program advisors—faculty love to talk about their research!
3. Email or set up meeting with prospective faculty mentors. Follow the above “Tips for requesting letter of recommendation” guidelines (# 4) making sure to provide adequate information.
4. Browse departmental websites. They are a treasure trove of faculty information.
5. Provide faculty mentors link to U of M McNair website. Point out the online faculty mentor handbook listed under the “Resources” tab.
6. Use your networks: student groups, McNair alum you know, career services, etc.
7. Consult with McNair staff. We are here and happy to help!