

REQUIREMENTS FOR REAPPLICATION
KEEP THIS FOR YOUR RECORDS

YOU WILL NOT RECEIVE ANY REMINDER NOTIFICATION FROM THE FOUNDATION REGARDING THE REAPPLICATION REQUIREMENTS OR THE DEADLINE. WE URGE YOU TO RETAIN THIS INFORMATION IN A SAFE PLACE AND TO CALENDAR THE DUE DATE AND REQUIREMENTS IMMEDIATELY.

A student who has been awarded a scholarship is eligible to reapply for additional scholarships for each year that the student is enrolled in an undergraduate or graduate studies program. In order to be eligible, all of the following information must be submitted to the Foundation and all of the following requirements must be followed precisely. **Any late, incomplete or incorrect submissions will be automatically disqualified.**

GENERAL REAPPLICATION REQUIREMENTS

1. You must submit:
 - a. Type-written letter, not to exceed two pages, detailing your current course of study, academic achievements, extracurricular activities, employment and future plans – letter must include your full name, address, telephone number, email address and student identification number **at the top of the first page**. Your notification letter will be mailed to this address.
 - b. Legible, current cumulative transcript issued by your school which contains your full name and the name of the institution, as well as a list of all of your courses, your grades for each course and your current cumulative GPA. This need not be an “official” transcript, but can be a photocopy or a transcript printed from the internet, provided that it includes all of the required information. If your school does not grade on a traditional 4.0 grading scale, please include a “key” or an explanation of the grading system.
 - c. **NEW REQUIREMENT:** Bursar’s information for students who are reapplying for scholarship funding must be sent in **with the reapplication materials**. Please provide:
 - i. Your full name and student identification number
 - ii. The name of the school you attend
 - iii. The bursar’s physical mailing address, telephone number and email address. We will be mailing a check so please provide a street address or PO Box.

Please put the bursar’s information on a separate sheet of paper, not in your reapplication letter. This sheet should only contain the information listed in paragraph 1(c). We understand that some of the information requested is duplicative of the information to be included with your reapplication letter or information that you have supplied in prior years. Please provide the bursar’s information exactly as requested – we expect this to speed up our process for sending the check to your school.

2. You will receive notice of our decision on your reapplication by April 30, 2024. Please do not contact us about the status of your reapplication prior to that date. Please direct any questions to: inquiries@oberkottfamilyfoundation.org. **You can also find more information on our website at www.oberkottfamilyfoundation.com.**

3. **Reapplication materials may be submitted in one of two ways:**

- a. **Via email to oberkottfamilyfoun@devinemillimet.com; or**
- b. **In hard copy mailed to:**

**Oberkott Family Foundation
c/o Anu R. Mullikin, Director
Devine Millimet and Branch
111 Amherst Street
Manchester, NH 03101**

If you choose to email your reapplication materials, you must scan your letter, your transcript and the bursar's information sheet into one single pdf document to be attached to the email. Do not send multiple emails, do not email multiple attachments in one email and do not provide links for us to download your transcript or letter ourselves. Everything must be submitted together. If for any reason you are not able to send an email with one single pdf attachment that includes your letter and transcript, then you must send your reapplication materials in hard copy in a single mailing to the above address. If you choose to email us the single pdf document, please make sure that the letter, transcript and bursar's information page are included.

All reapplications must be received no later than February 1, 2024. You will not receive any confirmation that your applications materials have been received. If you are emailing your application materials, please request a read receipt. If you are mailing your application materials, please use a mailing service that provides confirmation of delivery and date of receipt.

COLLEGE SENIORS PLANNING TO ATTEND GRADUATE SCHOOL IN 2024

4. If you are a college senior planning to attend graduate school in 2024, then your letter must provide the following: (i) information about the program of study you intend to pursue, (ii) the identity of the school you plan to attend or a list of the graduate schools to which you have applied; and (iii) a complete college transcript with your grades for all of the years that you were pursuing your undergraduate degree. **You must also identify yourself as a graduate school applicant by clearly indicating this at the top of the first page of your letter.**

Note, if you do not have bursar information available for your graduate program, please state that clearly in your reapplication letter. If you are awarded further scholarship funding, you will be provided with instructions and the due date for submitting your bursar's information.

Please also note that if you are applying to an on-line graduate study program, the Foundation may require additional information about the institution and program before it can render a decision on your reapplication. Please provide as much information about the online program as you can with your initial submission.

COLLEGE SENIORS PLANNING TO TAKE TIME OFF BEFORE GRADUATE SCHOOL

5. If you are a college senior who plans to take time off prior to applying to graduate or professional school, you must:
- a. submit a reapplication in accordance with the requirements in Paragraphs 1 and 2 by February 1, 2024, and your letter must include information about why you are taking time off, what you plan to do during that time off and what graduate/professional school program(s) you plan to apply to in the future. **You must also identify yourself as a pending college graduate taking time off before graduate/professional school by clearly indicating this at the top of the first page of your letter.**
 - b. when reapplying for scholarship funding, you will need to provide the following: (i) the name of the institution you will be attending; (ii) details regarding your activities during your time off and how your pursuits relate to your educational goals, (iii) the year that you graduated from college and (iv) a complete college transcript. In addition, you will need to submit the bursar's information for your graduate program, or a clear statement that bursar's information is not yet available to you. Please refer to Paragraph 2 above for options on how to submit your reapplication materials.

Note that college graduates who do not attend graduate/professional school within two years of completing their undergraduate studies are not eligible to reapply.

HIGH SCHOOL SENIORS TAKING A GAP YEAR BEFORE COLLEGE

6. If you are a high school senior who plans to take a GAP semester or year before beginning college, and that information was not provided with your original application, then you must:
- a. provide specific information regarding your plans for the GAP year, including how it will benefit you when you enroll in college, via email by June 1, 2024 to: **oberkotterfamilyfoun@devinemillimet.com.**
 - b. when reapplying in 2024, you will need to provide the following: (i) the name of the college you will be attending; (ii) details regarding your GAP year and how your pursuits relate to your educational goals, and (iii) a letter of recommendation from a person involved with your GAP year activities. In addition, you will need to submit the bursar's information for your college, or a clear statement that bursar's information is not yet available to you. See Paragraph 2 above for how to submit your reapplication materials.

PART-TIME STUDENTS

Our scholarship is generally intended for full time students. If you are a part-time student or intend to be a part-time student in the upcoming school year, please provide a detailed explanation which includes your current course of study/major, when you expect to complete your course of study, whether you are employed while attending school and the circumstances that prevent you from attending on a full time basis. Decisions are made on a case by case basis, so please include as much information as possible so that we can make an informed decision.