



## THE RHODES SCHOLARSHIPS

### UNITED STATES OF AMERICA

#### Notes of Guidance for 2017

Before you start your application you should study the Memorandum for Candidates available on this site. When you have done that and are sure that you meet its conditions of eligibility then you are ready to start your application. Please read these Notes of Guidance carefully. They contain important information specific to applicants who will be interviewed in November 2016 for the United States Rhodes Scholarships in 2017.

The online application is divided into six steps, which can be accessed from the left hand menu at each step of the application. Guidance for each of the sections within these six steps is provided in this document.

**The deadline for applications to the Rhodes Scholarship in the United States is Wednesday, 5 October 2016 (11:59 PM Eastern Time). This deadline is absolute, and applications must be submitted online by this date and time.**

**Institutional endorsements and letters of reference should also be received no later than 5 October 2016 (11:59 PM Eastern Time), also through this online process.**

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## **1. Memorandum of Regulations and Notes of Guidance**

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The 2016 United States Memorandum of Regulations and these Notes of Guidance are available to download from this section, and all United States applicants are strongly advised to familiarize themselves with both documents before beginning the application process.

Please note that you may make one application only for the Rhodes Scholarship.

## **2. Application Form for the Rhodes Scholarship**

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Read these guidance notes in full, and refer back to them as you complete each section of the online application form.

- You can save your application, then log out and return at any time.
- Use the menus and links provided to navigate between sections of the online form. It is advisable not to use your browser's 'back' button.
- Sections of the form which are mandatory in all constituencies are marked with an asterisk (\*). Your Rhodes constituency may require additional information, and these requirements are given below.

### ***Page 1: Preliminary Information/Personal Details/Contact Information***

#### **Preliminary Information and Personal Details**

If any of the information appearing in these sections is incorrect, please return to the preliminary questions via the link "update my answers" at the top of this page. If you change the Rhodes constituency (country or territory) for your application, you should then download the Notes of Guidance for the new country when you return to the application home page.

#### **Confidential Data**

These questions are **optional**. The information gathered from these questions will be used only by the Rhodes Trust to improve its diversity and inclusion initiatives. This information will not be shared with or seen by anyone making selection decisions and will not ever be the basis of selection decisions. Only anonymised aggregate data may be shared after the final selections have been made in order to improve diversity and inclusion of the application and selection process in future years.

#### **Contact Information**

You must provide a primary telephone number; use the radio buttons to designate either a home or mobile/cell telephone as your primary number.

### ***Page 2: Nationality & Residence***

On this page please complete the applicable sections.

### ***Page 3: University/Higher Education***

Please provide information about your college or university education only.

Applicants for the Rhodes Scholarships in the United States should **NOT** provide information about their secondary schooling or education.

**Page 4: Proposed Course of Study**

Please provide the initial course of study you intend to pursue at Oxford.

Applicants for the Rhodes Scholarships in the United States should NOT provide information in the additional ‘Country-Specific Requirements’ section.

**Page 5: Institutional Endorsement**

Applicants for the Rhodes Scholarships in the United States must be endorsed by an institution, either where you will have completed two years of full-time undergraduate study and received a bachelor’s degree before 1 October 2017, or by your graduate institution. It is preferred that applicants in their first year of graduate study receive an endorsement from the undergraduate institution from which they received a degree; for those in their second or later year of graduate study, the preference is for the endorsement to come from the graduate institution.

You will request (“register”) the institutional endorsement when you come to Step 4 of the online process. In advance of this, you should establish to which email address the request should be sent, and provide the other details requested in this section of the online application.

**Letters of Reference**

‘Date References Required By’ for the United States is 5 October 2016 (11:59 PM Eastern Time). This information will be provided to your referees when you request letters of references in Step 4 of the online process.

Provide the names and addresses of not fewer than five nor more than eight referees. At least four of these must be persons from whom you have received undergraduate or graduate instruction, and at least one letter (the fifth) must speak to your character. You must also indicate which of your referees have provided academic instruction, and which are providing a non-academic (or character) reference by using the ‘Type of Reference’ drop-down list on the form.

**Page 6: Declaration of Lawful Permanent Resident Status**

Lawful Permanent Residents of the United States must tick the following declaration, submitting a copy of their current and unexpired Form I-551, Permanent Resident Card, also known as a “green card,” with an initial date of lawful permanent residence (indicated by the notation “Resident Since: \_\_\_\_\_) no later than five years previous to the application deadline

**Declaration Concerning United States  
Lawful Permanent Resident Status for the Rhodes Scholarship**

***I declare that I am a lawful permanent resident of the United States and that I have maintained, and expect to maintain, my legal status as a lawful permanent resident continuously for the entirety of the five-year period prior to and including the date of the deadline in the current year for the application for the Scholarship.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The applicant may attach a letter to the application describing any special circumstances affecting the applicant's legal status as a lawful permanent resident that are relevant to eligibility for the Scholarship. Any questions concerning the declaration should be directed to the office of the American Secretary of the Rhodes Trust.

More information concerning this declaration and the five-year residency requirement may be found at the United States Rhodes Scholarship website, [www.rhodesscholar.org](http://www.rhodesscholar.org).

### **3. Supplementary Materials**

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Please provide only the documents requested.

#### **Original documents and copies**

You should upload electronic copies of your documents. Please ensure that you retain any originals or authorized copies in case your Selection Committee should require these at a later date.

#### **Uploading documents**

You will submit documents via the online application form. Where possible you should upload a PDF or Microsoft Word (.docx) file for each item. Again, please ensure that you retain original copies of your documents in case they are required for authentication by the Selection Committee.

If you have a scanned image of your document (for example, your transcripts), you should paste this first into a Word document before uploading it. This will allow you to fit the images correctly on the page. Detailed instructions for uploading your scanned images are provided here:

1. Take the digital image, preferably in a gif or jpeg format, or scan a paper document into a digital image and save it as a gif or jpeg format.
2. Insert the picture in a word processing document. For example in Microsoft Word:
  - o Open the .gif or .jpeg file and go to Edit-->Select All.
  - o Once the image is highlighted, use Ctrl+C to copy the image (Command+C on a Mac).
  - o Open Word and use Ctrl+V to paste the image (Command+V on a Mac).
3. Alternatively, use the insert function in the program to paste the image to the file. For example in Word, go to the "Insert" heading, and choose "Picture", and then click on the "From File" function with the little yellow picture icons.
4. Save the document as something easy to remember, in an easily accessible folder on your computer.
5. Follow the upload instructions on the screen in the online application to select the appropriate file to upload.

If the file size is too large (there is a limit of 2MB), you may need to resize the picture using a tool such as Adobe Photoshop, or iPhoto for Mac. Additionally, please note there may be a delay after pressing the "Upload" button. In the event of an error message, please wait and try again.

Specific advice about each document type is given below.

**Page 7: Birth Certificate/Evidence of Age/Passport/Documents Supporting Lawful Permanent Residence Status**

Please provide a copy of your passport (preferable, if available), birth certificate, or other proof of age and citizenship or evidence of United States Lawful Permanent Resident status.

**Page 8: Personal Statement/Essay**

Provide a short Personal Statement describing your academic and other interests. This statement should describe the specific area of proposed study and your reasons for wishing to study at Oxford.

This Personal Statement *must not exceed* 1,000 words in length (the attestation and signature do not count toward the 1000 words), and should be written in as simple and direct a manner as possible. It should be set in a typeface no smaller than 10 points. Selection Committees will place special emphasis on the Personal Statement, and it may be forwarded to Oxford colleges to which Rhodes Scholars-elect apply for admission.

The Personal Statement must conclude with the following statement, followed by your personal signature:

“I attest that this personal statement is my own work and is wholly truthful. Neither it nor any earlier draft has been edited by anyone other than me, nor has anyone else reviewed it to provide me with suggestions to improve it. I understand that any such editing or review would disqualify my application.”

No application will be considered if the applicant does not make such a certification. This attestation does not count in the personal statement word limit.

**PLEASE NOTE:** Selection Committees may, in their discretion, reject any Personal Statement which fails to meet these requirements.

**Pages 9-10: Evidence of Your Academic Record/Transcripts**

Provide your college transcript(s). If you have attended more than one college or university, a transcript for each must be provided. In cases where coursework undertaken elsewhere is reflected on the current transcript, individual course transcripts are not required.

When you have uploaded your document(s), click ‘skip section’ to move to the next section.

Details for submission will be provided by your Rhodes District Secretary.

**Page 11: CV/Resumé/List of Principal Activities (for United States applicants)**

Please provide a succinct pertinent List of Principal Activities and Honors in college (including prizes, scholarships, offices held, athletic record, extracurricular interests and substantial activities) with dates. This must not exceed two pages in length, and should be set in a typeface no smaller than 10 points.

**PLEASE NOTE:** Selection Committees may, in their discretion, reject any List of Principal Activities which fails to meet these requirements.

**Page 12: Photograph**

Please upload a head and shoulders photograph in jpg format. Please note your photo will not be available to reviewers until after candidates have been shortlisted for interview.

**Page 13: Other Documents**

Applicants for the Rhodes Scholarships in the United States should NOT provide documents in this section. Click 'skip section' to move to the next section.

**Page 14: Supporting documents checklist**

Please confirm which documents you have uploaded. Where the option exists to upload multiple documents (e.g., for your transcripts), please indicate how many you have supplied.

You are expected to supply all supporting documents online. If you are unable to provide an electronic version of a document, you should mail the additional materials to the Rhodes District Secretary responsible for the state in which you are applying at the address appearing on the last page of the Memorandum of Regulations. Please submit all additional documents in one package, and include a covering page which states your full name and Embark online application reference number (this number can be found in the email which was sent to you when you started your application).

If you need to add clarification to the submission of your supporting materials (for example, if one of your transcripts will be mailed to the Rhodes District Secretary but the others have been uploaded) please use the comments box here.

**PLEASE NOTE:** Candidates invited to interview may be required to provide originals of any documents submitted. District Secretaries will advise students regarding required material.

Although applicants must affix an attestation to their personal statement, they must also confirm the attestation regarding their Personal Statement before their signature on the application form:

***I attest that this personal statement is my own work and is wholly truthful. Neither it nor any earlier draft has been edited by anyone other than me, nor has anyone else reviewed it to provide me with suggestions to improve it. I understand that any such editing or review would disqualify my application.***

#### 4. References: Institutional Endorsement and Letters of Reference

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Please use this section to register one institutional endorsement and the five to eight referees, the details of which you provided on the application form. This will enable your institution and referees to submit documents online.

You will follow the same process to register your institutional endorsement and your referees. You will be asked to choose which type of request (endorsement or reference) you are registering, and different instructions will be sent to your institution or referees accordingly.

To begin, click on 'Register Referee'. Then follow these steps:

- 1) First choose what type of request you are registering. To avoid confusion, you may want to register your Institutional Endorsement first, by selecting 'Institutional Endorsement' from the drop-down, and then clicking 'Save and Continue'.
- 2) Enter the details and email address of the person who will receive your endorsement request, and complete your declaration. Then click on 'Submit Registration'.
- 3) The system will confirm registration, and immediately send an email to the address you provided, giving instructions for submitting a confidential Institutional Endorsement online by the deadline you provided on page 5 of the application.
- 4) You will register each of your referees following the same process. Click on 'Register Another Referee'.
- 5) This time, select 'Referee' from the drop-down and click 'Save and Continue'. Enter your referee's information and submit your registration.
- 6) Repeat these steps until you have registered all your referees.

**Note: You will only be able to register one Institutional Endorsement.**

Instructions for the Institutional Endorsement are available at this address:

<http://www.rhodesscholar.org/university-representatives/rhodes-endorsement-and-referee-processes/>

Online submission of the endorsement by the Endorser is always preferred. If, for some reason, your Endorser is unable to make use of the online system, please provide them with a copy of the guidance for endorsers available at:

<http://files.www.rhodesscholarshiptrust.com/Application/USAEndorsementGuidance.pdf>

Please arrange for all of your references to be submitted online. If a referee indicates that he or she is unable to use the online system, please provide them with a copy of the guidance for referees available at <http://files.www.rhodesscholarshiptrust.com/Application/USAREfereeGuidance.pdf>

Mailing addresses for Rhodes District Secretaries may be found on page M-4 of the United States Memorandum of Regulations on this site or at [www.rhodesscholar.org](http://www.rhodesscholar.org).

**Please note that you are able to (and should) register your Institutional Endorsement and your Referees before you submit your application. Early registration will give your Endorser and Referees time to submit their letters of support.**

### **Track your references online**

You can return to this section of the system in future, to track the status of your reference requests. The various statuses are explained below:

#### *Registration Unconfirmed*

Indicates that the referee has never used or accessed the Embark online recommendation system.

#### *Registration Confirmed*

Indicates that the referee has an existing account or has logged in before, but has not yet started work on your online reference.

#### *In Progress*

Indicates that the referee has accessed your reference form one or more times.

#### *Submitted*

Indicates that your reference has been submitted successfully and is pending final processing by the selection committee. References might remain in this state until some time after the closing date for the Rhodes Scholarship has passed.

#### *Received*

Indicates that your selection committee has received the online recommendation.

## **5. Application Inspector**

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Use the Application Inspector to ensure that you have completed all the questions and submitted all the documents required.

## **6. Submit Application**

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Make your declaration and submit your application in time for the deadline. You will receive confirmation of your submission by email. You can return to the application at any time to view your submitted application, or obtain proof of submission.