



Scholarship Application Guide

Empowering Achievement

The Tri Sigma Foundation has awarded over half a million dollars in scholarship aid to members. The Foundation provides annual graduate and undergraduate scholarships to deserving alumnae and collegians. The Foundation offers both merit- and needs-based scholarships to recognize outstanding achievement and relieve the rising costs of higher education.

The scholarship application is open to collegiate and alumnae members pursuing undergraduate or graduate degrees. Awards range from \$500-\$5,000. Members fill out one application to be considered for all available scholarships. The application opens each spring semester, and awards are distributed at the beginning of the fall semester.

Scholarship funds can be used for tuition, course-related fees, and required textbooks and supplies. **Tri Sigma membership dues are not an eligible academic expense.*

In addition to the eligibility guidelines outlined in this guide, many scholarships are designated for candidates with certain qualifications. Please review the [Scholarships and Criteria](#) page on the Foundation website for more information on scholarships with specific qualifications.

See the Getting Started section of this guide for information about accessing the 2025 Scholarship Application.

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Eligibility

General Eligibility

Any Tri Sigma collegiate or alumnae member in good standing is eligible to apply for a scholarship.

Members must be enrolled or accepted for enrollment as a full-time student at an accredited college or university. Proof of enrollment is required before a scholarship grant is issued.

Applicants cannot be a current employee or Board member of the Tri Sigma Foundation, member of Tri Sigma's Executive Council, or a relative of these individuals at the time of the scholarship award.

Merit-Based Eligibility

Specific merit-based scholarships may have additional requirements for GPA, area of study, chapter, or leadership and service to chapter, campus, and community. Applicants cannot have received a scholarship from the Foundation in one of the preceding two years.

All eligible applicants with complete applications and recommendation letters submitted by the application deadline will be considered for merit-based scholarships.

Needs-Based Eligibility

Needs-based scholarships require the applicant to demonstrate financial need. Applicants must submit their FAFSA Submission Summary and Expected Family Contribution/Student Aid Index to be considered for needs-based scholarships. The application is heavily based on demonstrated need. However, weighing strengths and achievements in and outside the classroom allows evaluators to better understand applicants' unique experiences and potential for success.

Needs-based applicants with complete applications and recommendation letters submitted by the application deadline will be considered for both merit-based and needs-based scholarships.

2025 Scholarship Timeline

January 31, 2025	Application Open
March 3, 2025, 11:59 pm EST	Application Closes
May 16, 2025	Applicants notified of awards
June 6, 2025, 11:59 pm EST	Recipients submit acceptance documents
June 9, 2025	Alternate Recipients Notified
June 25, 11:59 pm EST	Alternate Recipients submit acceptance documents
July 1, 2025	Awards mailed to all recipients

Getting Started

There are a few things you'll need to get started on your application:

- Unofficial academic transcript(s).
- Collegiate resume
 - A thorough, concise, up to date college resume (in PDF format) stating academic accomplishments and awards, Tri Sigma, campus and community service, leadership accomplishments and awards, and summer and school year job employment (both full and part-time. Unpaid jobs such as internships, etc. should be included).

- Responses to the open-answer questions ([preview the application](#) to see these questions before starting the application).
- Two letters of recommendation submitted by the recommenders
 - **Please note: It is your responsibility to ensure that letters of recommendation are completed and submitted by the application deadline. Missing letters of recommendation will result in an incomplete application, which will result in disqualification.**

For merit-based scholarships (undergraduate and graduate), some helpful information to have is:

- Community and campus service
- Academic or other awards
- Tri Sigma and community leadership
- Tri Sigma character
- Future involvement in Tri Sigma

For needs-based scholarships (undergraduate and graduate):

- FAFSA Submission Summary
- Expected Family Contribution/Student Aid Index from FAFSA submission

Awards Platform

Access the application through the Scholarships page on the Foundation website, <https://trisigmafoundation.org/scholarships/>, or through your Sigma Connect portal.

Important: Your contact information is populated based on your Sigma Connect profile. If the information is incorrect, update your information in Sigma Connect.

- Applications are started when the “Apply Now” link is opened even if no content is added. Each time you click the application link, a new application will be generated under your name. Reminder emails will be sent for all incomplete applications. You can withdraw your application at any time.
- Save/Return – You may save content at the bottom of each page of an application. To return, access the award dashboard and open an application link from the awards dashboard. Once on the application platform, you can [1] view all or incomplete applications. [2] Edit an application. [3] Remove an application from submission. [4] Or print/download a PDF of the submission.

Last Updated	Program	Round	Application #	Category	Title	Action
	Membership Recruitment	Main	4024		Phillips, Lorin	Edit Remove Print
	Laura Ward Sweet Panhellenic Excellence	Main	4026		Phillips, Lorin	Edit Remove Print

Application Tips and Best Practices

Letters of Recommendation

- Notifications may end up in the junk folder. Depending on the email security settings, the request sent to recommenders may be routed to junk mail. Please have your recommenders review their flagged email before submitting an error report.
- Ask your mentors, advisors, professors, or supervisors for letters of recommendation early! Before adding contact information to the application, contact the recommender first and seek their agreement to write a letter. If the person agrees, ask them to prepare the letter before accessing the link in the request. The email they receive contains a one-time use link. If they use/visit the link without adding their letter of recommendation, they will not be able to return to that page.
- Letters of recommendation must be submitted through the link by the deadline of March 3, 2025, at 11:59 pm EST. If the letters are not received by this deadline, the application will be considered incomplete, and you will be disqualified from consideration.

Scholarship Criteria: See the [Scholarships and Criteria](#) page for details on all scholarships.

- The Foundation offers several scholarships without any restrictions on area of study or chapter. If you are a Tri Sigma member in good standing, you qualify to apply! These are under the umbrella of All Non-Restricted Scholarships on the application. All eligible applicants with complete applications and recommendation letters submitted by the application deadline will be considered for merit-based scholarships.
- Some scholarships have specific criteria, such as chapter or area of study – see the [Scholarships and Criteria](#) page for details on these scholarships.

- If there are no specific criteria listed for a scholarship, you may not see the name of that scholarship listed on the application. It will be considered under the All Non-Restricted Scholarships category.

Preview the Application Questions before Starting. You can [preview the application](#) on the Foundation website before beginning. Previewing the application before you begin is a good way to get a head start on collecting the necessary information, as well as reaching out to the people who you would like to write your letters of recommendation. Remember to reach out ahead of time to ask if they are willing to write a letter, and make sure to inform them of the deadline.

Proofread, proofread, proofread! You want your application to be polished and professional, and this means proofreading for spelling and grammar errors and any other mistakes or typos you may have made. Some good tips for catching these errors are:

- Read your responses aloud to yourself.
- Read your responses backwards.
- Ask a trusted person to review your responses.
- Utilize your campus's resources, such as a Student Success Center or a tutoring center.
- Don't rely exclusively on spelling/grammar checkers, as they may not always catch all errors.

Collect your FAFSA Data in Advance for Needs-Based Scholarships. You will need the following items to apply for Needs-Based Scholarships:

- FAFSA Submission Summary
- Expected family contribution/Student Aid Index

Submitting Your Application

Tri Sigma Foundation will not accept late application materials for any reason.

For Tri Sigma Foundation to review your application, we must receive two complete components by the deadline of 11:59 pm EST on March 3, 2025:

- Completed electronic application with all required documents
- Two letters of recommendation submitted by the references

Once the electronic application is completed, click the “Save and Finalize” button.

Acknowledgement

I attest that, to the best of my knowledge, all information submitted on this application is correct, and I understand that the decisions of the Scholarship Committee and Foundation Board of Directors are final.

I understand that if I receive an award, I will be required to submit further materials, including an official transcript from my university, and a letter of thanks addressed to the donor of my scholarship.

I understand that there are strict deadlines for accepting my scholarship should I be awarded one, and that if I miss that deadline, I forfeit my scholarship.

I understand that it is my responsibility to ensure that my letters of recommendation are submitted correctly and on time. I understand that if my required letters of recommendation are not submitted by the application deadline, then my application will be considered incomplete, and I will be disqualified from consideration.

Electronic Signature *

Please type your first and last name.

Sydney Haven |

Prev

Save

Save and Finalize

This will prompt your letters of recommendation requests to be sent to the emails you entered on the Letters of Recommendation tab.

On the main awards portal, you will see your applications listed on the left side of the screen, under “My Applications.” If you selected more than one category of application, you will see a separate application listed for each category you selected. Your application will be considered as a whole, regardless of how many appear on this page.

Welcome Sydney Haven

Home

My Applications

All (2)

Pending Letter of Recommendation (2)

Complete (2)

Reviewer Team Manager Panel

My Profile

Log Out

All Submissions

Program	Round	Application #	Category	Title	Status	Action
Tri Sigma Foundation Scholarship Application (2025)	Committee Review	6664	All Non-restricted Scholarships	Sydney Haven	Complete	View Copy Application Withdraw Print
Tri Sigma Foundation Scholarship Application (2025)	Committee Review	6665	Needs-Based Scholarship > Fine art, studio art, art history, art education, to museum studies	Sydney Haven	Complete	View Copy Application Withdraw Print

Showing 1 to 2 of 2 entries

This page shows activity from the last 120 days. [Show full history](#)

You can check the status of your letters of recommendation on the awards portal. Click “Pending Letter of Recommendation” on the left, and then click “view” on the application. You will be able to see if your letter has been submitted by the recommender (“Received”) or whether it is still outstanding (“Not Received”). You also have the option to resend the request if your recommender needs a new link.

Welcome Sydney Haven

- Home
- My Applications
 - All (2)
 - Pending Letter of Recommendation (2)
 - Complete (2)
- Reviewer Team Manager Panel
- My Profile
- Log Out

Pending Letter of Recommendation

Last Updated	Program	Application #	Category	Title	Action
	Tri Sigma Foundation Scholarship Application (2025)	6665	Needs-Based Scholarship > Fine art, studio art, art history, art education, to museum studies	Sydney Haven	View Print
1/28/2025 05:15 PM	Tri Sigma Foundation Scholarship Application (2025)	6664	All Non-restricted Scholarships	Sydney Haven	View Print

Showing 1 to 2 of 2 entries

This page shows activity from the last 120 days. [Show full history](#)

Welcome Sydney Haven

- Home
- My Applications
 - All (2)
 - Pending Letter of Recommendation (2)
 - Complete (2)
- Reviewer Team Manager Panel
- My Profile
- Log Out

Tri Sigma Foundation Scholarship Application (2025)

Recommendation 1 *
(Not Received)
Full Name

Ellen Herbig

Email

eherbig@trisigma.org

Resend

Recommendation 2 *
(Received)
Full Name

Sydney Haven

Email

shaven@trisigma.org

Sydney Haven
Director of Operations | Tri Sigma Foundation
shaven@trisigma.org

Important: “Complete” only indicates a fully filled out, saved and finalized electronic portion of the application. If either of your letters is listed as “Not Received,” then your application is NOT complete, even if “Complete” is shown on the left-hand menu.

Evaluation and Selection

Only complete applications with letters of recommendation will be considered for scholarship awards. Evaluation and selection criteria may include, but are not limited to:

- Strength of cumulative Grade Point Average (GPA) or equivalent
- Demonstrated commitment to Tri Sigma
- Demonstrated commitment to personal excellence, professional growth, and the widest influence for good through non-Sigma activities
- Demonstrated effort in written responses, and strength of writing
- Well-written recommendations from references who can compellingly speak to the applicant's accomplishments, and who can clearly articulate specific details about the applicant's character
- Demonstrated financial need (needs-based applicants only) based on submitted FAFSA data.

Award Status Notification

On the first award status notification date of May 16, 2025, Tri Sigma Foundation will notify each applicant via email if they were selected as a scholarship recipient or not. Your notification will be sent to the email address listed on your application. In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline of June 6, 2025, an alternate recipient may be selected. Alternate recipients will be notified via email on the alternate recipient notification date: June 9, 2025.

Applicants who have not received an email notification by the second notification date, June 9, should contact Tri Sigma Foundation's Director of Operations Sydney Haven at shaven@trisigma.org.

Award Acceptance Expectations

If you are selected to receive a scholarship, Tri Sigma Foundation will provide complete information about acceptance requirements and deadlines in the official award status notification emails. Required acceptance documents will include, but are not limited to:

- A signed acknowledgement and acceptance document
- An official transcript, and proof of enrollment at an accredited school. The transcript will need to reflect your most recently completed academic semester.

- A letter of thanks addressed to the donor of the scholarship you are awarded. Parameters for this letter will be sent as part of the awards package. The letter will need to be submitted to the Foundation prior to disbursement of the checks, but not necessarily by the acceptance deadline. If the letter is not received by the disbursement date of July 1, 2025, your check will not be disbursed.

Failure to submit all required information, or failure to do so by the award acceptance deadline will result in forfeiture of an award. There are no exceptions to the deadlines.

Scholarship recipients who are unable to accept or use their awards for any reason should notify Tri Sigma Foundation immediately to ensure all scholarship funding can be awarded.

Help/Contact Us

Stay informed! Be sure to regularly check your email (including your spam/junk mail folder) and Tri Sigma's social media channels for information related to the scholarship application process.

For any questions not answered in the guide or on the website, please contact Tri Sigma Foundation:

Sydney Haven
Director of Operations
shaven@trisigma.org

Tri Sigma Foundation will only answer questions about applications from applicants and references and will not communicate with third parties. Questions may only be answered during normal business hours Monday-Friday, including the day applications are due, March 3, 2025.

FAQs

Application Process

Q: What do I need to apply?

A: For all scholarships:

- Unofficial academic transcript(s).
- Collegiate resume
 - A thorough, concise, up to date college resume (in PDF format) stating academic accomplishments and awards, Tri Sigma, campus and community service, leadership accomplishments and awards, and summer and school year job employment (both full and part-time. Unpaid jobs such as internships, etc. should be included).
- Responses to the open-answer questions ([preview the application](#) for more information on these questions).
- Two letters of recommendation submitted by the recommenders
 - Please note: It is your responsibility to ensure that letters of recommendation are completed and submitted by the application deadline. Missing letters of recommendation will result in an incomplete application, which will result in disqualification.

For needs-based scholarships:

- FAFSA Submission Summary
- Expected family contribution/Student Aid Index from FAFSA submission

Q: What is the timeline?

A: January – Applications open

March-May – Application review

May – Applicants are notified of status

July – Scholarship checks are distributed

Q: What transcript is required for the application?

A: Your unofficial transcript is required for submission. In most cases, you can download this directly from your school's student portal. If you are selected to receive a scholarship, then you will be required to submit your official transcript before funds are distributed.

Q: How do I create an application?

A: Applications can be accessed on the Foundation website <https://trisigmafoundation.org/scholarships/> or via your Sigma Connect portal. See the “Getting Started” section of the [Scholarship Application Guide](#) for more information.

Q: Do I have to complete my application in one sitting?

A: No. You can save an in-progress application and return to it at any time before submitting.

Q: How do I access a saved application?

A: Access a saved application on the awards platform in Sigma Connect. See the “Getting Started” section of the [Scholarship Application Guide](#) for more information.

Q: Can I make changes to an application after it has been submitted?

A: No. Once an application has been submitted, changes or updates cannot be made. If there are changes that you believe will impact your ability to receive a scholarship, contact Sydney Haven at shaven@trisigma.org.

Q: What if my letters of recommendation are not submitted on time?

A: If your letters of recommendation are not submitted by the deadline of March 3, 2025, 11:59 pm EST, then your application will be considered incomplete, and you will be disqualified from consideration.

Eligibility

Q: Can I receive a scholarship if I received one last year?

A: No. You are not eligible to receive a scholarship if you received one in the previous two years.

Q: Can I receive a scholarship as a graduate student?

A: Yes. Refer to the list of scholarships with criteria to see which ones you are eligible to apply for as a graduate student: [Scholarships and Criteria](#).

Q: Can I receive a scholarship as a doctoral candidate?

A: Yes. Refer to the list of scholarships with criteria to see which ones you are eligible to apply for as a graduate student: [Scholarships and Criteria](#).

Q: Is there a GPA requirement to be eligible for a scholarship?

A: No. There are no GPA requirements to apply for a scholarship.

Q: What does it mean to be “in good standing?”

A: Good standing simply means a member is not on any phase of Honor Council. If you are unsure of your status, speak with your chapter’s leadership. Alumnae members are typically considered to be in good standing and are eligible to apply for scholarships.

Q: What if I transferred to another school or my chapter closed?

A: Collegians who transferred to a non-Sigma school or whose chapter closed are still typically eligible to apply for scholarships.

Needs-Based Scholarships

Q: What’s the difference between needs-based and merit-based scholarships?

A: Needs-based scholarships are awarded on the basis of financial need, while financial need is not considered for merit-based scholarships. You can apply for both categories of scholarships with the same application. Applicants are automatically considered for merit-based scholarships. To be considered for needs-based scholarships, you must complete the NEEDS-BASED INFORMATION page of the scholarship application.

Q: How do I access my FAFSA Submission Summary?

A: You can find the instructions to access your FAFSA Submission Summary on the federal student aid website: <https://studentaid.gov/apply-for-aid/fafsa/review-and-correct/fafsa-submission-summary>

Q: What is my Student Aid Index number?

A: You can find information about your Student Aid Index on the federal student aid website: <https://studentaid.gov/help-center/answers/article/what-is-sai>

Q: What if I am unable to access my FAFSA Submission Summary?

A: If the 2025-2026 summary is not yet available, please upload your most recent summary. If you are selected to receive a needs-based scholarship, the 2025-2026 summary will be requested before funds are distributed.

Scholarship Recipients

Q: When will I be notified if I am receiving a scholarship?

A: Tri Sigma Foundation will notify each applicant via email if they were selected as a scholarship recipient on May 16, 2025. Your notification will be sent to the email address listed on your application.

Q: Will I forfeit my scholarship if I miss the acceptance deadline?

A: Yes. Failure to submit all required information, or failure to do so by the award acceptance deadline will result in forfeiture of an award. There are no exceptions to the deadlines.

Q: What if I am awarded a scholarship, but I am no longer able to accept the scholarship? (Example: No longer a Tri Sigma member, no longer in good standing, etc.)

A: Scholarship recipients who are unable to accept or use their awards for any reason should notify Tri Sigma Foundation immediately to ensure all scholarship funding can be awarded.

Q: What happens if there are scholarships that are declined or if a recipient misses the deadline?

A: In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline of June 6, 2025, an alternate recipient may be selected. Alternate recipients will be notified via email on the alternate recipient notification date: June 9, 2025.

Q: What should I do if I don't receive an award notification email?

A: If you do not receive an email by the second notification date, June 9, there are several steps to take. First, check the email address listed in your Sigma Connect profile – this is the one that populates on the application, and this is where notifications will be sent. Second, check your junk folder, or any other rules you may have set up for your emails to ensure it didn't get routed somewhere else. Finally, you should contact Tri Sigma Foundation's Director of Operations at shaven@trisigma.org. Keep in mind that alternate recipients may still need to be selected, so please allow some patience if you do not receive a notification on May 16.

Q: When will funds be distributed?

A: Funds will be disbursed on July 1, 2025. It may take some time for the funds to arrive.

Q: If I receive a scholarship, how will I get the money?

A: The money will be sent via check from the Foundation directly to the address listed on your application, which is the address you have listed in Sigma Connect. Make sure the address that you list on the application is correct, and update the Foundation as soon as possible if you need to make any address changes. We recommend using your permanent home address.

Q: What can I use the scholarship money for?

A: Scholarship funds can be used for tuition, course-related fees, and required textbooks and supplies. **Tri Sigma membership dues are not an eligible academic expense.*

For any questions not answered here or in the Application Guide, contact Tri Sigma Foundation Director of Operations Sydney Haven at shaven@trisigma.org.