

The
PHI BETA KAPPA
Society

WALTER J. JENSEN FELLOWSHIP

APPLICATION PROCESS

This application booklet contains (1) the Application for the Walter J. Jensen Fellowship; (2) two Transcript Request forms; (3) the Letter of Recommendation form for the Fellowship. The Letter of Recommendation and Transcript Request forms may be duplicated. Please indicate the Fellowship name on all correspondence.

This is a **self-managed** fellowship application process. It requires the applicant to submit three complete sets of documents with the application. After collecting all supporting documentation, the applicant should send the application, official transcripts, and confidential letters of recommendation (in sealed envelopes) to the Walter J. Jensen Fellowship Committee in care of the Phi Beta Kappa Society. The advantage of this system is that the applicant knows that the application is complete when submitted to the Society.

COMPLETING THE APPLICATION

All application questions should be answered carefully and completely. Please type your answers. **Do not mail your application until you are able to enclose all required credentials. Incomplete applications may be delayed in processing.**

Return the application, including requirements, by the deadline, to the Walter J. Jensen Fellowship Committee in care of the Phi Beta Kappa Society.

We recommend that you make a copy of your application materials for your own records. All application materials become the property of the Phi Beta Kappa Society.

TRANSCRIPTS

Using the **Transcript Request Form**, request *three* transcripts from each college and graduate institution attended. Official transcripts must remain in sealed envelopes with the registrar's signature intact. If additional **Transcript Request Forms** are needed, please make copies of the form in this booklet. If you are still in school, the most recent transcript is acceptable.

LETTERS OF RECOMMENDATION

Using the **Letter of Recommendation Request Form**, request recommendations from three individuals qualified to write about your potential for success as a Walter J. Jensen Fellow and your ability to perform research at the doctoral level. Complete the applicant portion of the form before distributing it, and once the referee completes the form return it with the application materials to Phi Beta Kappa. Instructions for the reference are included on the form. Recommendations must remain in a sealed envelope with the signature of the reference written across the seal; multiple copies of a recommendation may be sealed in a single envelope.