

# Instructions and Guidelines for Applicants

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*Revised August 2016*

Thank you for your interest in the Winston Churchill Foundation's Churchill Scholarship Program! There is no institution in higher education quite like Churchill College, Cambridge, and we are thrilled to have you start the application process. The detailed instructions below will help you to complete your application without too much confusion or difficulty. A portion of the application is completed through an on-line portal and some parts are submitted the old-fashioned way. This hybrid process helps us to avoid computer glitches and cuts down on administrative costs. Your campus advisor is ready to help you with any questions about the application process, and you can always contact the Foundation.

Begin by making sure you are eligible to be nominated and that there is a program in Cambridge that is right for you:

- Check out our website (<http://www.churchillscholarship.org/scholarship.html>) for information on eligibility, selection criteria, and the application process. Contact your school's **campus representative** to find out about your school's **internal selection** process and **deadline**.
- Take time to figure out which Cambridge department is right for you. Please consult the University's website (<http://map.cam.ac.uk/directory/>) and the Foundation's website (<http://www.churchillscholarship.org/programs.html>) for a guide to degree courses. Please note that Cambridge departments do not always correspond with same-name departments at US institutions. Have fun exploring and learning about all that Cambridge has to offer!

The Foundation's application deadline is **5pm Eastern Time, Thursday November 10<sup>th</sup>, 2016**. Your school's deadline will be earlier. By early in the **fall term** at the latest, students applying for an MPhil should be in touch with relevant laboratories and Cambridge faculty members about research opportunities to see if their project would be a good fit for the lab. If you are selected as a nominee by your school, your campus representative will assemble and submit your Churchill Scholarship application packet in pdf format to the Foundation:

- 1) *Printed and signed version of the submitted online application*
- 2) *Correspondence from the Cambridge lab supervisor, where applicable*
- 3) *Your school's endorsement letter*
- 4) *4 letters of recommendation*
- 5) *Transcript(s)*

## ***STEP 1: Instructions for all applicants – the online application***

The **online application** is first used by your school as part of the **internal selection process**. Please access the application through the online portal (<http://churchill.usapplications.org>). You can prepare the information in stages on the website, saving your work. When you are finished, please print it, sign it, and give it to your campus representative. **Please do not hit SUBMIT**. Hit **SUMBIT** only after you have been officially nominated by your school. Your campus representative will notify you. **Good luck!**

### ***Let's walk through the online application . . .***

**PERSONAL INFORMATION.** Please do not insert a title (e.g., Ms., Mr., etc.) before your name. Provide the full, correct mailing address (usually at your college or university). Please list the first and last names of your parents or of your guardians.

**EDUCATION.** This section should include all institutions of higher education you have attended, including summer school and study abroad programs. Be sure to provide official transcripts for all the programs you list, unless that information already appears on your current transcript. For summer school and study abroad, list the institution, give the month(s) and year(s), leave the space for degree empty, and briefly list the courses in the field titled Major/Minor, Other. Please note that the Churchill Foundation does not state a minimum GPA, but grades in the major are expected to be consistently at the highest level. If certain course grades require special explanation, please discuss this with your campus representative so it can be addressed in the institutional letter of support.

**PROGRAM OF STUDY AT CAMBRIDGE UNIVERSITY.** Please follow precisely the convention of usage of the Cambridge website. *Do not* use the words “Department of . . .” because this will not leave you enough space; simply write Chemistry, Physics, or whatever the case may be. For departments with a long name (e.g., the Department of Applied Mathematics and Theoretical Physics), use the department’s commonly recognized acronym (DAMTP), and then for Field of Study state Part III Applied or Computational Biology, or whatever the name of your chosen course is. For the Department of Physiology, Development and Neuroscience, please just write Physiology, and then indicate your particular interest (e.g., Neuroscience) under Field of Study. For Engineering, which is a very large department, please write Engineering for the Department and then your area (e.g., Photonic Systems, Aerodynamics, Fluid Dynamics, etc.) for the Field of Study. There will be opportunity in your Proposed Program of Study to provide further details. Under degree, you must list MPhil or MASt. Please see the separate document on our website to confirm that your proposed course of study is eligible. If you are in doubt, please get in touch with the Foundation.

**OTHER FELLOWSHIPS, OTHER GRADUATE PROGRAMS.** For Other Fellowships, please use common acronyms like NSF, NDSEG, etc., or short names like Gates, Hertz, Marshall, etc. For Other Graduate Programs, please do not leave this section blank. While you might not know precisely your graduate school plans beyond a Master’s degree, the readers of your application may be interested in what programs you are considering. If you are selected as a Finalist for the Churchill Scholarship, it is likely that you will be asked to discuss your thinking about graduate schools and your current preferences. Please use an abbreviated format to ensure that your entries will fit. For example:

Berkeley, PhD, Mathematics  
WashU, MD/PhD (Neuroscience)

LETTERS OF RECOMMENDATION. The Foundation requires four **academic** recommendations from teachers, laboratory directors, and others with whom you have pursued your research and studies and who know your work well. If you list one or more NSF REU, internship, or other similar research experiences in your application, you must ask **at least one** of your supervisors to write on your behalf. Please do not request recommendations from teachers in fields not related to your research in science, mathematics, or engineering (e.g., history of science, economics, literature, philosophy, etc.), and please do not submit personal recommendations (e.g., from clergy, directors of charitable organizations, coaches, etc.). If you are applying to Part III of the Mathematical Tripos (Pure, Applied, or Mathematical Statistics), at least one of your recommenders should address the level of your preparation in math.

It will be useful for you to share your resume and a draft of your Research Plan and Personal Statement with those who will write your recommendations. Be sure to inform them of the particular selection criteria for the Churchill Scholarship, so they can write an appropriate letter on your behalf. The cover sheet for the Scholarship Recommendation is available in pdf format on the Foundation's website:

<http://www.churchillscholarship.org/Forms/ChurchillRecommendationFormApril2016.pdf>.

Those who write your recommendations should send their letters directly to your Scholarship Advisor, and you should provide a stamped, addressed envelope for their convenience.

PUBLICATIONS AND PRESENTATIONS. You are not required to have research publications. While it will help, and many applicants over the years do have them, there are also many Churchill Scholars who have not yet published an article. For this section, a publication is a peer-reviewed article that has actually been published or formally accepted for publication. Do not list papers in development, submissions, or articles that appear in student research magazines. Please inform the Foundation if your paper is accepted by a journal after the application deadline. You may list posters under the Presentations section.

NON-ACADEMIC INTERESTS. Please list only the activities that are most important to you. These can be hobbies, organizations, sports, music, volunteering, etc. The purpose of this is for the Foundation to have a broader picture of you beyond your research and study.

FUTURE CAREER PLANS. Briefly describe your vocational aspirations, for example pursuing a PhD, an MD, working in a research university or a technology company, etc. The Foundation does not expect you to have your career entirely mapped out, and the Selection Committee is not looking for particular answers. Rather, this section helps to paint a fuller picture of your goals and aspirations.

PREVIOUS FOREIGN TRAVEL. Please only state the travel you have undertaken during your college career, or earlier if particularly relevant (e.g., to attend the International Mathematical Olympiad). It is neither an advantage nor a disadvantage to have a history of travel. As with the previous questions, the Foundation wishes to have a fuller picture of your background. Please state *briefly* the reason for your travel under Purpose of Visit (e.g., vacation, family visit, internship, study abroad, orchestra tour).

### ***Additional Pages***

The online application has been programmed so that you can upload four word processed documents from your computer directly into your application:

Scholarships, Prizes, Awards, and Other Distinctions (no more than 1 page)  
Research/Employment Experience (no more than 1 page)  
Proposed Program of Study Essay (no more than 1 page)  
Personal Statement (no more than 2 pages)

The four uploaded documents must strictly adhere to the following guidelines for formatting:

1. They may only be in DOC, DOCX, or PDF format.
2. They must have 1 inch margins on all four sides.
3. They should be single-spaced, except for paragraph and section breaks.
4. They must be in 12pt Times New Roman font.
5. Every page should include a heading in the upper left corner with your name and home institution on the first line and title of the document on the second:

Mary Jane Smith, University of Northern California  
Personal Statement

SCHOLARSHIPS, PRIZES, AWARDS, AND OTHER DISTINCTIONS. If a scholarship or award is nationally known (e.g., the Beckman, Goldwater, NASA, Phi Beta Kappa, etc.), list just the award and the month and year of the award. If the scholarship or award is local to your college or university or is not widely known, please list the name and date of the award and a very brief description (e.g., Junior with the highest GPA, Chemistry major with the highest GPA, outstanding physics student, best essay in the sciences, etc.) Do *not* list high school awards.

RESEARCH/EMPLOYMENT EXPERIENCE. Please list research first and employment second. Use the following format to describe your research experience and internships:

June-August, 2014 – NSF REU – Prof. Louise Jones, Department of Physics, ABC University.  
Brief description of your work.

Summer 2013 – Independent study on Lie algebra using XYZ's textbook.

Spring semester, 2013 – revised for publication paper written with A, B, and C, on protein assembly mechanisms for the *Journal of XYZ Science*.

Please include research or study that you may have done on your own outside of formal programs.

PROPOSED PROGRAM OF STUDY. Your task here is to *make your own case* for the program you are choosing, based upon your previous research and study. The Foundation does not seek formulaic answers, does not privilege one approach over another, and does not favor any disciplines or fields. It is essential that you present a coherent and personal rationale for your program of study.

This essay is not an opportunity merely to restate the work of the particular laboratory in which you wish to work. It should, instead, describe what you wish to investigate and what you wish to accomplish in the context of that laboratory. Include brief citations in this section only if they are critical for understanding your purpose.

Please focus on the research you propose for the Master's year. It will not help your case if you simply say that the course will be ideal preparation for the PhD program you plan to attend

afterward. While we do hope that this will be the case if you go on to a PhD or further graduate study, the purpose of this essay is to express how you will use the opportunity to study in Cambridge in a way that advances your research interests.

While your plan will necessarily be detailed, even technical, it *must* be comprehensible to an educated reader from another scientific field. The Selection Committee is made up of former Churchill Scholars from a variety of disciplines, and it is not possible to represent every specialized area of the sciences, mathematics, and engineering.

For MPhil applicants either in research programs or programs with both taught and research elements, you will need to provide details about your potential laboratory placement and include a hard copy of correspondence (a copy of email messages will suffice) that indicate a willingness of the laboratory to accept you as a student, should you be admitted to Cambridge. In order to provide this, you should make contact with the proposed laboratory director well before submitting your application for the Churchill Scholarship. This is the best way to determine the appropriate fit of interests between you and the laboratory director and whether there would be room for you at that laboratory, in advance of you writing your formal Proposed Program of Study. It is important to research possible laboratories starting in the spring of junior year so that you can contact lab directors by the early fall of senior year at the latest.

Applicants for the MAST in Pure or Applied Mathematics, Mathematical Statistics, or Astrophysics, should use this part of the application to demonstrate their close familiarity with the department's rich offerings, suggest which courses you wish to take, and describe the rationale for that selection. Please also consult the document *Part III Mathematics for Churchill Scholars*, available on the website. Unlike the MPhil applicants, you do **not** need to contact the department or submit evidence of correspondence.

**PERSONAL STATEMENT.** The Foundation does not prescribe what you should include in this statement, but please keep in mind the Foundation's selection criteria. The Statement can be an intellectual autobiography in which you describe the development of your academic interests, the importance of your research for you, someone whose work inspired you, or some other critical aspect of your work in the sciences, mathematics, or engineering. Please do not repeat information from the Proposed Program of Study. While the Personal Statement is primarily about your intellectual passions, you should feel free to discuss other work and activities that provide a fuller picture of who you are and who you want to be. It will not be helpful to use this section to praise the University of Cambridge or Churchill College, nor is it advisable for you to assert that you are an ideal candidate for the Scholarship.

While the Churchill Scholarship is not an essay writing contest, it is an inescapable truth that the ability to write clearly to specialists and non-specialists is a key part of any future career in science, mathematics, and engineering. Whether in a grant application, job application, or for entrepreneurs, a pitch to investors, your future will provide you with ample opportunities to come across as a well-polished and engaging person. The Foundation and the Selection Committee assume that these documents are your own personal work (although it is acceptable for you to seek editorial advice), and your signature on the application testifies to this.

**APPLICATION SUBMISSION.** Remember not to press SUBMIT until you have been officially nominated by your institution. If you mistakenly submit your application before it is ready or complete, or before you have been nominated, please contact the Foundation and the application can be unsubmitted.

## *Your application to the University of Cambridge*

All applicants must also apply separately for admission to the University of Cambridge by mid-October (normally October 15th or the Friday preceding it if that date falls on a weekend). The Foundation has chosen the same deadline for the Cambridge application as that for the Gates Cambridge Scholarship as a convenience for those who are applying to both. Since the various departments at Cambridge have rolling admissions, candidates have a better chance of securing a place by applying early. **Note that applicants for the Churchill Scholarship must indicate Churchill College as their first choice of college. The Churchill Scholarship is not tenable at any other Cambridge college.** (In the Cambridge system, the College provides graduates students with accommodation, dining, and social and extracurricular opportunities, while the academic programs are located entirely within the academic departments.) If you are not accepted by a Cambridge department, then your application for the Churchill Scholarship is ineligible.

The Churchill Scholarship is only for study for a Master's degree, and the application to Cambridge must be for a Master's for the applicant to be eligible for the Churchill Scholarship. If you wish to apply for an MPhil under a Churchill Scholarship and for a PhD under another scholarship, then the University of Cambridge requires that you submit two separate applications. A department will normally accept an application for only one degree program. If you are accepted for the PhD and also win a Churchill Scholarship, then you must ask the department to convert your acceptance to a Master's degree.

### ***STEP 2: Instructions for nominated applicants***

The Churchill Scholarship application packet consists of a single pdf file comprised of (5) parts arranged in the order below. You will not see the assembled packet because it includes your letters of recommendation. Your campus representative will email the application packet to the Executive Director of the Winston Churchill Foundation by **5pm, Eastern Time, on Thursday, November 10, 2016**. Once the application packet has been emailed, the Foundation cannot make further alterations to the application except to add additional information (e.g., a new academic publication) that becomes available during the review process.

- (1) *One copy of the student's printed, signed and SUBMITTED online application.* Nominees must press the **SUBMIT** button on the online application. (If you find an error or need further editing after you push SUBMIT, please let the Foundation know and we can UNSUBMIT for you). Once you are satisfied with your submitted online application, please print it, sign it, and give it to the campus representative. Please do not attach a picture. For your convenience, the correct sequence of the pages is:

Personal information, education, program of study at Cambridge  
Fellowships, graduate programs, references  
Publications, presentations, etc.  
Scholarships, prizes, awards, and other distinctions (1 page)  
Research/employment experience (1 page)  
Proposed program of study essay (1 page)  
Personal statement (up to 2 pages)

It is the applicant's responsibility to ensure that the online application is in good order. Going beyond the allotted space for different sections will produce illegible text printed on top of other

text. It is important for students to pay close attention to the instructions for using abbreviations for the departments and programs to which they are applying.

- (2) *A copy of any correspondence (email is acceptable) with the laboratory supervisor at Cambridge indicating a willingness to accept the student into his or her laboratory, pending a successful application.* (Note that this is not necessary for applicants to the MAST in Mathematics or Astrophysics).
- (3) *The institutional letter of endorsement.*
- (4) *The four letters of recommendation with the Foundation's cover form.* Please see above for instructions and guidelines.
- (5) *Transcript(s).* The current institution will appear first, other institutions next, followed by study abroad and summer programs. If the transcript from a study abroad program is already indicated on your institution's transcript, you need not include the original transcript. Your campus representative will also mail a hardcopy of your transcript(s) to the Foundation immediately after your application packet is submitted.

Please submit all standardized test scores (GRE, MCAT, etc.) separately and **not** within your application packet. For the GRE tests, you may submit a scanned copy of your scores or ask that your scores be sent directly to the Foundation; MCAT scores (if available) can be submitted by mail or email. The Foundation accepts MCAT scores in place of the GRE. Select a test date so that the Churchill Foundation receives the scores no later than the end of December. The Institution Code List number for the Winston Churchill Foundation is **3922**. Please note that the Foundation welcomes the submission of standardized test scores, but it is not required.

### ***STEP 3: Selecting the Churchill Scholars***

The Selection Committee, constituted of six former Churchill Scholars (including a mathematician, a physicist, a chemist, an engineer, and two people from different areas of biology), meets in early January and selects finalists and alternates. Unsuccessful applicants will be notified by email after the meeting. It is not possible for the Foundation to provide individual feedback. All finalists are then invited to participate in a 20-minute telephone interview. The interview serves to ensure that successful applicants will contribute to the life of the College and fulfill Sir Winston Churchill's vision of fruitful academic exchange between the US and UK. Within one week of the interviews, finalists will be notified whether they have been awarded a Churchill Scholarship. Usually, winners accept immediately and must withdraw from other competitions, but they may take up to one day to decide.

*The Winston Churchill Foundation of the United States is committed to a policy against discrimination based on sex, sexual orientation, gender, marital or parental status, race, color, religion, national origin, or disability or any other characteristic protected by law.*

*For further information, please contact*

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