INSTRUCTIONS TO APPLICANTS
Incomplete application packets will not be considered. Use the following checklist to insure that all required forms and documents are included in your application packet:

APPLICATION AND REQUIRED DOCUMENTS
Please complete the following sections on the application form attached. You must also submit the required documents to support the information given.

SECTION 1: APPLICATION FORM
[ ] You must complete all sections of the application form. Please do not leave any sections blank. If the section does not apply to you, please indicate with a “N/A” or “none”.
[ ] You must sign the application form.
[ ] You must have the application NOTARIZED. Please note that the Notary Public will require your signature in his/her presence and may require a fee.
[ ] You must submit the completed application form and all required documents to the Financial Aid Office, located at the University of Guam Field House, by April 30, 2015 at the close of business 5:00 p.m.

SECTION 2: SIGNED STATEMENT ADDRESSED TO THE SANCHEZ SCHOLARSHIP COORDINATOR
Authorizing the release of: (bottom of page of application packet - STATEMENT TO RELEASE DOCUMENTS)

[ ] University of Guam academic records;
[ ] Government of Guam Performance Evaluations;
[ ] Other documents as necessary, to the Scholarship Coordinator throughout the duration of the scholarship period.

SECTION 3: TYPEWRITTEN ESSAY
[ ] On the topic: "Why I Want to Pursue Studies at the University of Guam as a Recipient of the Pedro 'Doc' Sanchez Scholarship." (Please base the essay on your chosen major; maximum two pages, double-spaced).

SECTION 4: LETTERS OF RECOMMENDATION / FINANCIAL SUPPORT
All letters should be included in the application packet and be addressed to the Chair, Public Administration and Legal Studies at the address provided above:

NON-AUTONOMOUS, SEMI-AUTONOMOUS, AND AUTONOMOUS AGENCY APPLICANTS
[ ] A letter of recommendation on your behalf must be submitted by any government, education, or community leader on Guam (preferably from leaders who have direct knowledge of your work and academic capabilities as an employee within the Government of Guam).
[ ] A letter of recommendation on your behalf must be submitted from your supervisor, department, or agency Director.
NOTE: You must submit a total of 2 letters of recommendations.

AUTONOMOUS AGENCY APPLICANTS
[ ] A letter from your Agency Director and/or Finance Officer indicating the financial support of tuition/fees and books, should you get selected to be a Pedro “DOC” Sanchez recipient.
NOTE: If you work for an Autonomous Agency then, a total of 3 letters must be submitted.
SECTION 5: EDUCATIONAL DATA

( ] You must submit an **ACCEPTANCE LETTER or ENROLLMENT CERTIFICATION:**

a) If you are entering as a new student, you must submit a letter of acceptance from the University of Guam.

b) If you are currently enrolled in the institution, submit an official certification of enrollment from your institution’s Admission and Records department.

c) If you are a graduate student you must take and pass the GRE/GMAT and be accepted as a degree seeking student in either the Master’s program in Business Administration (GMAT).

( ] If you are a **high school graduate with no college or university credits** please submit: **Official high school transcript.**

( ] If you are a **high school graduate with some college or university credits** please submit: **Official high school transcript and official transcripts from all college(s) and universities attended.**

( ] If you are a **college or university graduate** please submit: **All college and university transcripts, which must confer the Bachelor’s degree received.**

**NOTE:**

- Applicants must provide the Sanchez Scholarship Coordinator **official** transcripts from all colleges, universities, or post-secondary institutions attended on and off-island, including the University of Guam and Guam Community College. (Note: A separate set of official high school and college/university transcripts must also be provided to the UOG Admissions Office).

- All official transcripts must be mailed or delivered directly by applicants former educational institutions to the following address:

  The assigned Program Coordinator  
  A separate set of official transcripts must also be sent or delivered to:  
  Financial Aid Office  
  Office of Admissions and Records  
  University of Guam  
  University of Guam  
  UOG Station  
  UOG Station  
  Mangilao, Guam 96923  
  Mangilao, Guam 96923

SECTION 6: GOVERNMENT OF GUAM EMPLOYMENT STATUS

( ] A verification of employment, the form must include **job title, pay letter grade and step, time-frame of classified position, and type of job classification (i.e. unclassified, classified, temporary, etc.)**

( ] A copy of your **position description** from your present Government of Guam employer must be submitted.

( ] A copy of your recent **performance evaluation** must be submitted.

**NOTE:** Applicants must be a **classified** government of Guam employees with a minimum of two (2) years of classified service, beyond the probationary period, prior to actually commencing studies under the scholarship.

If your application and supporting documents are COMPLETE and received by the Sanchez Scholarship Program Coordinator on or before the announced deadline, it will be submitted to the Committee. We will notify you in writing of the Committee’s decision on your application. If approved, you will be required to attend a **MANDATORY PRE-AWARD ORIENTATION** prior to receiving the award benefits.

FOR ADDITIONAL INFORMATION, YOU MAY CONTACT OUR OFFICE AT: Telephone (671) 735-2570 or FAX (671) 734-2907.
Please use typewriter or block letters in ink. Submit the completed application to the Financial Aid Office, located at the University of Guam Field House, on or before April 30, 2015. LATE and INCOMPLETE applications and those without supporting documents WILL NOT be considered. Refer to INSTRUCTIONS TO APPLICANTS accompanying this application form.

SECTION 1: PERSONAL DATA

APPLICANT’S NAME: ____________________________ SOCIAL SECURITY NO.: ____________________________

LAST FIRST MIDDLE

SEX: _______ MARITAL STATUS: _______ DATE OF BIRTH: _______ PLACE OF BIRTH: _______

PERMANENT HOME ADDRESS: ____________________________

MAILING ADDRESS: ____________________________

EMAIL ADDRESS: ____________________________ PLACE OF RESIDENCE: ____________________________ TELEPHONE NO.: ____________________________

SECTION 2: GOVERNMENT OF GUAM EMPLOYMENT STATUS

GOVERNMENT AGENCY EMPLOYER AND ADDRESS: ____________________________

TYPE OF AGENCY: □ LINE AGENCY □ AUTONOMOUS □ SEMI-AUTONOMOUS

POSITION TITLE: ____________________________

WORK TELEPHONE NUMBER: ____________________________ FAX TELEPHONE NUMBER: ____________________________

LENGTH OF SERVICE IN THE GOVERNMENT OF GUAM TO DATE: ____________________________

SUPERVISOR NAME/TITLE: ____________________________ TELEPHONE NUMBER: ____________________________

SECTION 3: EDUCATIONAL DATA

HIGH SCHOOL ATTENDED (include full mailing address): ____________________________

DATE OF GRADUATION or GED RECEIVED: ____________________________

☐ BACHELOR’S □ MASTER’S

ACCEPTED FOR ADMISSIONS TO (Name, address of institution) ____________________________

STUDIES TO COMMENCE: (Circle One) Fall Spring

☐ Semester ____________________________ Academic Year ____________________________

MAJOR PROGRAM: ____________________________ MINOR: ____________________________

NUMBER OF COLLEGE CREDIT HOURS COMPLETED: ____________________________

DEGREE EXPECTED: ____________________________ MONTH/YEAR EXPECTED: ____________________________

NOTE: Per provisions of Public Law 23-111, as amended, recipients of the Scholarship Program are required to major in Public Administration or any undergraduate degree offered by the College of Business and Public Administration, College of Agriculture and Life Sciences and the College of Arts and Sciences and graduate Master’s in Business or Public Administration, at the University of Guam. However, recipients not majoring in public administration must minor in public administration.

(a. “Declaration of Major or Minor Form” must accompany the application, forms may be obtained with the Office of Admissions and Records.)

If you attended other higher education institutions, please provide the information below along with the official transcript(s).

NAME & LOCATION OF INSTITUTION

PERIOD OF ATTENDANCE

DEGREE OR CREDIT HOURS EARNED

MAJOR

SECTION 4: FINANCIAL AID INFORMATION

Please check off the following Federal or Government of Guam financial aid programs that you will be applying for:

☐ BOR Army ROTC Scholarship

☐ John F. Quan Memorial Scholarship

☐ Merit Award □ UOG □ Off-Island

☐ Nursing Training Scholarship

☐ Professional/Technical Award Program

☐ Student Loan □ UOG □ Off-Island

☐ Dr. Antonio C. Yamashita Educator Corps (YEC)

☐ Tuition Credit ____________________________ (type)

☐ Other: ____________________________

☐ Federal: ____________________________ (Pell Grant, Loans – Unsubsidized / Subsidized, etc.)

Have you ever received a Government of Guam funded program?

☐ No

☐ Yes Program: ____________________________

When: ____________________________

Have you ever co-signed for a recipient of a Government of Guam funded program?

☐ No

☐ Yes Program: ____________________________

When: ____________________________
PEDRO "DOC" SANCHEZ PROFESSIONAL SCHOLARSHIP

UNIVERSITY OF GUAM
College of Professional Studies – School of Business and Public Administration
UGSTATION • MANGILAO, GUAM 96923

Undergraduate and Graduate Application
AY 2015-2016

STATEMENT OF RESIDENCY

I, __________________________, Social Security Number __________________________, do hereby declare that I am a resident of __________________________, Island of Guam; that I was born in __________________________ on __________________________; that I have resided in Guam since __________________________; that I intend to remain in and as a legal resident of Guam indefinitely; and that I am not a resident of any other territory or any state or foreign country.

STATEMENT OF GOVERNMENT OF GUAM EMPLOYMENT STATUS

I, __________________________ further attest that I am a career employee of the Government of Guam and intend to remain in government service in the Government of Guam in the foreseeable future. If selected to be a recipient of the Pedro "Doc" Sanchez Professional Scholarship for Career Employees of the Government of Guam at the University of Guam, I hereby agree to accept the conditions of the scholarship program contained in Public Law 23-111, as amended, and to abide by the rules, regulations and guidelines established by the Department of Public Administration and Legal Studies, School of Business and Public Administration, University of Guam, throughout the duration of my Government of Guam sponsored studies.

AGREEMENT

If selected as a recipient of the Pedro "Doc" Sanchez Professional Scholarship for Career Employees of the Government of Guam, I hereby agree, throughout the duration of my Government of Guam-sponsored studies, to abide by the conditions of the Scholarship Program as contained in the rules and regulations and Public Law 23-111, as amended. In addition, I hereby agree to reimburse the Government of Guam through government service. Per provisions of Public Law 23-111, as amended, service payback shall be two years of government service for every one year of academic attendance. Should I fail to reimburse the Government of Guam through service, I am hereby liable for all interests and charges I incur during my participation in the Scholarship. All charges will be payable to the Pedro "Doc" Sanchez Scholarship Fund via the University of Guam.

I hereby certify that the information I have given in this application and in the supporting documents are true and correct to the best of my knowledge and belief. I agree to comply with all the regulations and laws that are applicable to the financial assistance, which may be awarded to me.

APPLICANT’S SIGNATURE: __________________________ DATE: __________________________

SUBSCRIBED and sworn to before me on this ___________ day of ___________, 20__.

NOTARY PUBLIC __________________________

My commission expires on __________________________

STATEMENT TO RELEASE DOCUMENTS

I, __________________________ (First, Middle, Last Name) do hereby release all academic transcript and records, performance evaluations and other necessary documents to the Chair of the Public Administration and Legal Studies Department and to the Program Coordinator of the Pedro "Doc" Sanchez Scholarship for Career Employees of the Government of Guam.

SIGNATURE: __________________________ DATE: __________________________