Application/Administrative Requirements

All Shining Lights scholarship applications must be submitted via CERTIFIED MAIL with RETURN RECEIPT REQUESTED, or another comparable means (e.g., FedEx, UPS, etc.) that provides a return receipt or tracking number/process. Electronic submissions are not encouraged, as they have resulted in incomplete, and therefore invalid, submissions.

1. Each Recommendation Form must be submitted in separate sealed envelopes and returned to the applicant.

2. These envelopes should be sealed by the Recommender and signed by the Recommender ACROSS THE SEAL OF THE ENVELOPE.

3. The Recommender's sealed envelope should be returned to the applicant to be submitted with his/her application and official transcript.

4. All materials for the scholarship (a complete set, including recommendations in sealed, signed envelopes) should be sent by the applicant as one packet NO LATER THAN MAY 31st to the Shining Lights Committee Chair VIA CERTIFIED MAIL, or another carrier. Send to:

Andrea Linck
4215 Jefferson Oaks Circle, Apt C, Fairfax, VA 22033

An e-mail indicating receipt of the application will be sent to each applicant and will notify said applicant of any incomplete information.

1. If the application arrives on or before the deadline date and is complete, the e-mail will indicate that the application is complete and will be considered for a scholarship.

2. If the application arrives before the deadline date and is incomplete, an e-mail will be sent indicating the deficiency so that the applicant may have an opportunity to submit any missing information before the deadline date.

3. If the application arrives on the deadline date and is not complete, the e-mail will indicate that the application was incomplete and will not be considered for this year's scholarship.

4. If the application arrives after the deadline date, the e-mail will indicate that the application did not meet the deadline and will not be considered for a scholarship.

Application Deadline: May 31st