

## ABFSE Undergraduate Scholarship Application

### Additional Requirements Instructions

After you have completed the online ABFSE Undergraduate Scholarship Application form, you will receive an email confirmation. Please print out a copy of the confirmation and mail it along with the additional items listed below.

Use the following checklist to assist you in collecting the additional information required to complete your scholarship application. (Faxes or emails will not be accepted)



**Scholarship Committee**  
**American Board of Funeral Service Education**  
**992 Mantua Pike, Suite 108**  
**Woodbury Heights, NJ 08097**

Form Section	<b>Additional Requirements Checklist (Required Attachments)</b>	
<input type="checkbox"/>		<p><b>Email Confirmation</b>                      Provide us with a printed copy of the email confirmation you received after submitting the online application form.</p>
<input type="checkbox"/>	<b>I</b>	<p><b>Personal Essay</b>                      Submit a written document (typed presentation). This “essay” is extremely important as it should address your decision and choice to pursue a funeral service education. Please also include significant experiences and special people that have had an impact on this decision.</p> <p>As it is often the policy of scholarship sponsors to issue press releases for the recipients of the scholarships they award, please provide us with a media contact (newspaper) for your city of residence.</p>
<input type="checkbox"/>	<b>F and H</b>	<p><b>Civic/Church/Community Activities and Work History</b>                      Please provide detailed information regarding your work <b>and</b> community service history beginning during your high school years to the present</p>
<input type="checkbox"/>	<b>J</b>	<p><b>Letters of Reference</b>                      Proof of enrollment: Letter of Verification from the Program Director at the ABFSE accredited mortuary science/funeral service program where applicant is studying (provides official verification of attendance on letterhead).                      One (1) letter of recommendation must be submitted:</p> <ul style="list-style-type: none"> <li>• Letter of Recommendation from an Employer, Community Leader or Non-family Member</li> </ul>
<input type="checkbox"/>	<b>K</b>	<p><b>College Transcripts</b>                      Submit an official transcript(s) for the Funeral Service/Mortuary Science Program you attend. Only Funeral Service/Mortuary Science Program transcripts are required; non-Funeral Service/Mortuary Science program transcripts will not be accepted. <b>Official transcripts must indicate completion of</b> a minimum of five (5) funeral service education (non-general education/technical courses) or fifteen (15) semester credit hours or the equivalent need to be completed prior to submitting the application.</p>

NOTE: Your application will not be eligible for consideration until we receive your package of additional items.

If you have any questions regarding your application, please email us at [scholarships@abfse.org](mailto:scholarships@abfse.org)