

Scholarship/Fellowship Submission Requirements

All applicants must submit the following five items.

1. Applicant's contact and educational information

2. A Resume

- Must be in the English language.
- Resume must be in Microsoft Word (.doc or .docx) or Acrobat Adobe (.pdf) format.

3. A 500-word Essay

- Discuss your interest in a long-term career in the concrete industry. Cite past, present, and future planned activities that demonstrate the level of your interest in the general field of concrete. As appropriate, comment on your course work, employment, professional development, academic or personal projects, competitions, professional or personal service, research, publications, involvement in ACI or other organizations, and other related activities. If the fellowship or scholarship for which you are applying has specific requirements, be sure to address those requirements as well.

4. Official Transcripts

- Transcripts shall be submitted for all undergraduate and graduate programs attended.
- All transcripts must be original and official documents. Unofficial transcripts or copies of transcripts will not be accepted.
- Many institutions now provide official E-Transcripts. Please have the institution email those to scholarships@concrete.org. ACI Foundation will accept this form of transcript if they come directly from your institution with an official digital signature or stamp. ACI Foundation will not accept E-Transcripts sent directly from an applicant's email address. Review and acceptance of E-Transcripts will be at the discretion of the Scholarship Coordinator.
- Transcripts must be in English or accompanied by a version translated in English. Translations must be literal and complete versions of the original transcripts.
- Translations shall be performed by the institution, government official, or official translation service. The translation shall be attested or signed by the translator. Applicants may not submit self-translation. Courses must be described in detail. The general subject name (e.g. "mathematics") is not sufficient; the particular subject (e.g. "differential equations," "algebraic topology") must be identified.
 - Transcripts shall include an explanation of the grading scale if different from the 4.0 scale used in the United States. Translations shall include grades based on an A, B, C, D scale where A is 90-100, B is 80-89, C is 70-79, D is 60-69, and F is 59 or less.

- Transcripts shall be mailed or emailed directly from the institution. Transcripts mailed by the applicant must be sealed in an envelope with the institution's stamp over the seal.
- Transcripts shall reach the Scholarship Coordinator no later than the closing date of the application. **No exceptions.**
- If mailed, transcripts shall be sent to:
ACI Foundation
Attn: Scholarship Coordinator
38800 Country Club Drive
Farmington Hills, MI 48331

You will receive an email once your transcripts have been received by the ACI Foundation.

Any document, including transcripts, received by ACI Foundation becomes the property of ACI Foundation and will not be returned.

5. Two Endorsements - Which are statements of evaluation of the applicant, in terms of potential for growth, character, leadership capacity and career interest.

- Endorsements must be in the English language.
- Be prepared with the names and email addresses of your endorsers.
- One endorser must be an ACI member (non-student) and the other should be an employer (if possible) or professor. Often, it is easier to locate and contact an ACI member at your school. To search for an ACI member or faculty in your area, please visit the [Member Directory](#). Only ACI members can search the member directory. Not a member? [Sign up!](#) it is free for students. If your professor is not an ACI member, [joining the Faculty Network](#) brings with it a free one-year ACI membership and you can suggest the professor join the Faculty Network.
- The proper protocol is to contact these individuals and get their commitment to write an endorsement before submitting their names and emails on the application. The online platform will automatically contact these individuals directly for their endorsement. You can check on receipt of endorsement forms by logging on to the application platform.
- Endorsers must not be family members of the applicant, nor students.

Questions?

Please contact ACI Foundation staff at scholarships@concrete.org