



P.O. Box 13020

Fort Huachuca, Arizona 85670-3020

20 February 2019

SUBJECT: Military Intelligence Corps Association Scholarship Program

1. **Purpose.** To establish policy and procedures for administration of the Military Intelligence Corps Association (MICA) Scholarship Program.
2. **Concept.** The MICA Scholarship Program provides monetary support to MICA members in good standing and their family pursuing higher education goals. Scholarship funds can be used for attendance (tuition, books and classroom fees) at any regionally accredited college, university, state approved vocational school or technical institution. Applicants must be pursuing their first undergraduate (Associates or Bachelors) degree or technical certificate. Applicants already possessing an undergraduate degree or seeking a graduate degree are not eligible. Previous MICA Scholarship recipients may compete for subsequent scholarships.
3. **Scholarship Chairman.** The MICA National President will appoint a MICA Scholarship Program Chairman. The Program Chairman oversees the scholarship program processes and approves compliant award applications. The Chairman selects committee members to evaluate compliant applications and determine the best qualified applicants, and present the results to the MICA National Executive Committee for approval.

With the National Executive Committee's approval, MICA will publish the results of the scholarship selection process. Awardees will be notified of the board's selection not later than 30 July 2019. Awardees are required to provide MICA their school's address, a photo and a signed photo release form, within 30 days of notification. If the awardee declines to provide the required paperwork, the next best qualified applicant will be notified of the scholarship opportunity. Scholarship recipients will be posted on the MICA website, <http://mica-national.org/scholarships/> and announced in the MICA publication *The Vanguard*.

4. **Scholarship Monetary Value.** The value and number of MICA scholarships available each year will be based on available funds and number of qualified applicants, but will normally be in increments of \$500.00 and \$1000.00. MICA will determine the total value of all awards based on current and projected program funds. The Scholarship Committee will determine the number of awards and monetary value.
5. **Source of Award Funds.** MICA scholarships are funded exclusively through contributions from commercial and private sources and member donations. MICA scholarship funds are apportioned on an annual basis from the Scholarship Sustaining Fund and distributed through the current-year Scholarship Fund.
6. **Application Procedures.**
  - a. Only original and complete applications will be accepted. Applications become the property of MICA and will not be returned to applicants. Applicant Social Security

Numbers (SSN) are not required for administration and may be redacted (blacked out) from all documentation.

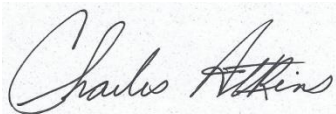
- b. Applications must be *mailed and postmarked no later than 31 May 2019*. Mail completed applications to:

MICA  
Attn: MICA Scholarship Chairman  
P.O. Box 13020  
Fort Huachuca, Arizona 85670-3020

**7. All applications must contain the following documentation:**

- a. MICA Scholarship Application signed by the applicant (Enclosure 1).
  - b. Letters of Recommendation (Enclosure 2). Application must contain three (3) letters of recommendation which may include, but are not limited to: letters from teachers, professors and mentors; community and military leaders; and other personal and professional references. All letters of recommendation must be signed and include full point of contact information.
  - c. Essay (Enclosure 3). Include a single-spaced one (1) page essay detailing the applicant's educational goals and program of study. The essay must be written by the applicant, signed and dated.
  - d. Transcripts (Enclosure 4). Submit as applicable, a copy of high school transcripts (or General Educational Development (GED) test certification), university and college transcripts, vocational and technical transcripts or certifications.
  - e. Proof of Acceptance by an Educational Institution or transcripts from higher education institution (Enclosure 5).
8. **Criteria.** The Scholarship Chairman determines evaluation criteria to be used during the board process. The Scholarship Board will judge the applications solely on documentation provided in the application. Areas of evaluation that the Scholarship Board considers are: educational goals (essay); past performance (transcripts); and potential for future success (letters of recommendation).
9. **Applicant's Use of Funds:** MICA Scholarship Program funds will be used for attendance (tuition, books and classroom fees) at any regionally accredited college, university, or state approved vocational school or technical institution. Scholarship funds can be used for housing, board, travel or administrative purposes. Recipients must use the awarded funds within one year from the date of acceptance of the award. Awards will be disbursed directly to the education institution.

Always Out Front!



COL(R) Charles Atkins  
President  
Military Intelligence Corps Association

## 2019 MICA Scholarship Application Checklist

1. \_\_\_\_\_ MICA Scholarship Application
2. \_\_\_\_\_ MICA Scholarship Letter of Recommendation (3 Minimum)
3. \_\_\_\_\_ MICA Scholarship Application Essay
4. \_\_\_\_\_ High School, GED, or College transcript
5. \_\_\_\_\_ Proof of acceptance by an educational institution or college transcript

### MICA Scholarship Application – Enclosure 1

Applicant's Name: \_\_\_\_\_  
(LAST), (FIRST) (MIDDLE)

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

MICA Sponsor's Name: \_\_\_\_\_  
(LAST), (FIRST) (MIDDLE)

Relationship to MICA Sponsor \_\_\_\_\_

MICA Membership # \_\_\_\_\_

MICA Member's Address: \_\_\_\_\_

MICA Member's Phone Number: \_\_\_\_\_

MICA Member's E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Letters of Recommendation - Enclosure 2**

1. Each MICA Scholarship application will include three (3) signed letters of recommendation.
2. All letters will be typed, single spaced, and no longer than one page.
3. Use the applicant's name in the body of the letter. Additionally, provide your relationship to the applicant in the body of the letter along with a contact phone number and/or email address.
4. Provide remarks on the applicant's intellectual promise, motivation, leadership, potential, integrity, volunteer contributions, responsibilities and any other areas that represent the applicant.
5. All letters of recommendation must be signed and included as part of the complete application package. Applicants will not receive credit for letters that are not signed.

## **Scholarship Application Essay – Enclosure 3**

1. Each applicant will submit an essay outlining their reasons for applying for the MICA Scholarship.
2. Applicants will address their educational plans, ambitions, goals, and any personal attributes or experiences they feel will enable them to reach their stated goals.
3. The essay will be typed, single spaced, and no longer than one page.
4. Applicants must sign and date their essay.

## **High School, GED, or College Transcripts – Enclosure 4**

1. Provide a current copy of High School, GED, or College Transcripts.
2. At a minimum, the application must contain a copy of the transcript from the current educational institution of attendance. You may send more than one transcript to assist the board in its recommendation.

## **Proof of Acceptance by an Educational Institution – Enclosure 5**

1. Provide proof of acceptance by an educational institution (may be college, vocational or technical school). Packets will be accepted if applicant has applied with an educational institution but is still awaiting acceptance notification.
2. Transcripts from a college, university or technical school may be used as proof of acceptance to an educational institution.
3. If the applicant is selected for award of a scholarship but does not have valid proof of acceptance at the time of distribution of scholarship funds, the next best qualified applicant as determined by the Scholarship Committee will be awarded the scholarship.