2015 Mitchell Scholarship Instructions
(for those applying in 2014)

This application is submitted online.

Step 1  Begin an **online application** from the official Mitchell Scholarship website. A complete application consists of: personal information section, education/employment section, recommenders and endorsers, awards and activities, personal statement, academic transcript, five letters of recommendation, a list of Irish universities where you would like to study, and an institutional endorsement (provided by BYU directly to the Mitchell Scholarship Committee).

Step 2  Ask your recommenders to submit a copy of their letter to the Scholarships, Fellowships, and Programs (NSFP), 350D MSRB, by **July 1st at Noon**. The NSFP will provide the recommenders with feedback, so do not upload or even list your recommenders onto your online application until you are notified to do so.

Step 3  Complete and bring one printed copy of your application to NSFP by **July 1st**.

Step 4  Sign up in the NSFP office for a campus interview to be held during the second week of July.

Step 5  Attend the scheduled interview and be prepared to receive feedback about your application.

Step 6  Make any necessary revisions to your application based on feedback from your interview.

Step 7  Submit one printed copy of your revised application to NSFP, 350D MSRB, by **August 4th**. This version will be used to determine whether you will receive BYU’s Institutional Endorsement.

Step 8  You will be notified by **August 15th** if you are receiving BYU’s Institutional Endorsement. If endorsed, please make an appointment to meet with Dr. John Bell, Dean of Undergraduate Education, by **September 6th** so he can write your endorsement.

Step 9  If you receive institutional endorsement, you may then list your recommenders on your online application once you are given the go-ahead by the NSFP. Your referees must submit the copies of their final letters as part of your online application. They may do this after you register them on the Mitchell Web site. Once they are registered, the Mitchell Scholarship Foundation will contact the referees giving them instructions to upload the letters on the Mitchell web site. Also remember to register Dr. Bell as BYU’s institutional endorser. His information is: John Bell, Dean of Undergraduate Education, John_Bell@byu.edu. BYU will submit the endorsement by **September 20th**.

Step 10  Mail/FedEx an **original transcript** to the Mitchell Committee by **September 20th**.

Step 11  Submit online application by scholarship deadline.

**Contact Information**
For more information, contact: fred_pinnegar@byu.edu
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Website: [http://nsfp.byu.edu](http://nsfp.byu.edu)

**General Information**
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Last revised 5/28/2014