THE RHODES SCHOLARSHIP 2010
UNITED STATES OF AMERICA

Notes of Guidance

Before you start your application you should study the Memorandum for Candidates available on this site. When you have done that and are sure that you meet its conditions of eligibility then you are ready to start your application. Please read these Notes of Guidance carefully. They contain important information specific to applicants for the Rhodes Scholarship for the United States of America 2010.

The online application is divided into six steps, which can be accessed from the left hand menu at each step of the application. Guidance for each of the sections within these six steps is provided in this document.

The deadline for applications to the Rhodes Scholarship in the United States is Monday, 5 October 2009. This deadline is absolute, and applications must be submitted online by this date.

Institutional endorsements and letters of reference should be received no later than Tuesday, 13 October 2009, also through this online process.

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1. Memorandum of Regulations and Notes of Guidance

The 2010 Memorandum of Regulations and Notes of Guidance are available to download from this section, and all United States applicants are strongly advised to familiarize themselves with both documents before beginning the application process.

Please note that you may make one application only for the Rhodes Scholarship in 2010.

2. Rhodes Scholarship Application Form

Using the online application form
- Read these guidance notes in full, and refer back to them as you complete each section.
- You can save your application, then log out and return at any time.
- Use the menus and links provided to navigate between sections of the online form. It is advisable not to use your browser's 'back' button.
- Sections of the form which are mandatory in all constituencies are marked with an asterisk (*). Your Rhodes constituency may require additional information, and these requirements are given below.

Page 1: Preliminary Information/Personal Details/Contact Information

Preliminary Information (Country/State/District):
If the details appearing are incorrect, please return to the Preliminary Questions via the link “update my answers” at the top of this page. If you change the Rhodes constituency (country) for your application, you should then download the Notes of Guidance for the new country when you return to the application home page.

Contact Information
You must provide a primary telephone number – use the radio buttons on the form to designate either a home or mobile/cell telephone as your primary number.

Page 2: Nationality & Residence
On this page please complete only the sections headed ‘Country of nationality’ and ‘Birthplace’. Candidates for the Rhodes Scholarship in the United States should NOT provide permanent residency details.

Page 3: University/Higher Education
Please provide information about your college or university education only. Applicants for the Rhodes Scholarship in the United States should NOT provide information about their secondary schooling or education.
Page 4: Proposed Course of Study
Please provide the initial course of study you intend to pursue at Oxford.

United States applicants should NOT provide any additional information in the ‘Country-specific requirements’ section of the form.

Page 5: Letters of Reference
‘Date References Required By’ for the United States is 13 October 2009. This information will be provided your referees when you request letters of references in Step 4 of the online process.

Provide the names and addresses of not fewer than five nor more than eight referees. At least four of these must be persons from whom you have received undergraduate or graduate instruction. You must also indicate which of your referees have provided academic instruction, and which are providing a non-academic (or character) reference by using the ‘Type of Reference’ drop-down list on the form.

Page 6: Institutional Endorsement
United States applicants must be endorsed by an institution, either where you will have completed two years of full-time undergraduate study and received a bachelor’s degree before 1 October 2010, or by your graduate institution. It is preferred that applicants in their first year of graduate study receive an endorsement from the undergraduate institution from which they received a degree; for those in their second or later year of graduate study, the preference is for the endorsement to come from the graduate institution.

You will request the institutional endorsement when you come to Step 4 of the online process. In advance of this, you should establish to which email address the request should be sent, and provide the other details requested in this section of the online application form.

3. Supplementary Materials

Please provide only the documents requested.

Original documents and copies
You should upload electronic copies of your documents. Please ensure that you retain any originals or authorised copies in case your Selection Committee should require these at a later date.

Uploading documents
The preferred method for submitting documents is via the online application form. Where possible you should upload a PDF or Microsoft Word (.doc) file for each item. You must retain original copies of your documents in case they are required for authentication by the selection committee.

If you have a scanned image of your document (for example your transcripts or photo), you should paste this first into a Word document before uploading it. This will allow you to fit the images
correctly on the page. Detailed instructions for uploading your scanned images or photograph are provided here:

1. Take the digital image, preferably in a gif or jpeg format, or scan a paper photograph into a digital image and save it as a gif or jpeg format.
2. Insert the picture in a word processing document. For example in Microsoft Word:
   - Open the .gif or jpeg file and go to Edit-->Select All.
   - Once the image is highlighted, use Ctrl+C to copy the image (Command+C on a Mac).
   - Open up Word or Word Perfect and use Ctrl+V to paste the image (Command+V on a Mac).
3. Alternatively, use the insert function in the program to paste the image to the file - for example in Word, go to the "Insert" heading, and choose "Picture", and then click on the "From File" function with the little yellow picture icons.
4. Save the document as something easy to remember, in an easily accessible folder on your computer.
5. Follow the upload instructions on the screen in the online application to select the appropriate file to upload.

If the file size is too large (there is a limit of 2MB), you may need to resize the picture using a tool such as Adobe Photoshop, or iPhoto for Mac.

Specific advice about each document type is given below.

**Pages 7 & 8: Birth Certificate/Evidence of Age/Passport**
Please provide a copy of your passport (preferable, if available), birth certificate, or other proof of age and citizenship.

**Page 9: Personal Statement/Essay**
Provide a short Personal Statement describing your academic and other interests. This statement should describe the specific area of proposed study and your reasons for wishing to study at Oxford, and it must conclude with the following statement: "I certify that this essay is my own work". This personal essay must not exceed 1,000 words in length, and should be written in as simple and direct a manner as possible. It should be set in a typeface no smaller then 10 points. Selection Committees will place special emphasis on this personal essay [statement], and it will be forwarded to Oxford colleges to which Rhodes Scholars-elect apply for admission.

PLEASE NOTE: Committees may, in their discretion, reject any Personal Statement which fails to meet these requirements.

**Pages 10 to 16: Evidence of Your Academic Record/Transcripts**
Provide your college transcript(s). If you have attended more than one college or university, a transcript for each must be provided. In cases where coursework undertaken elsewhere is reflected on the current transcript, individual course transcripts are not required.
When you have uploaded your document(s), click ‘skip section’ to move to the next section.

**Pages 17 to 21: English Language Proficiency (ELP) & Test Results**
Candidates for the Rhodes Scholarship in the United States should **NOT** provide any documents in this section. Click ‘skip section’ to move to the next section.

**Page 22: CV/Resume/List of Principal Activities (for United States applicants)**
Please provide a succinct pertinent List of Principal Activities and Honors in college (including prizes, scholarships, offices held, athletic record; extracurricular interests and substantial activities) with dates. This must not exceed two pages in length, and should be set in a typeface no smaller than 10 points.

**PLEASE NOTE:** Committees may, in their discretion, reject any List of Principal Activities which fails to meet these requirements.

**Page 23: Photograph**
Please provide a digital or scanned photograph. This should be a head and shoulders photograph, colour or black and white, of good quality and of sufficient resolution to be printed at passport size.

**Pages 24-26: Other Documents**
Candidates for the Rhodes Scholarship in the United States may **NOT** provide documents in this section. Click ‘skip section’ to move to the next section.

**Page 27: Supporting documents checklist**
Please confirm which documents you have uploaded. Where the option exists to upload multiple documents (e.g., for your transcripts), please indicate how many you have supplied.

You are expected to supply all supporting documents online. If you are unable to provide an electronic version of a document, you should mail the additional materials to the District Secretary responsible for the state in which you are applying at the address appear on the last page of the Memorandum of Regulations. Please submit all additional documents in one package, and include a covering page which states your full name and Embark online application reference number (this number can be found in the email which was sent to you when you started your application).

If you need to add clarification to the submission of your supporting materials (for example, if one of your transcripts will be mailed to the Rhodes Secretary but the others have been uploaded) please use the comments box here.

**4. Institutional Endorsement and Letters of Reference**

Please use this section to register the five to eight referees, and one institutional endorsement, the details of which you provided on the application form. This will enable your referees and institution to submit their documents online.
You will follow the same process to register your institutional endorsement and your referees. You will be asked to choose which type of request (endorsement or reference) you are registering, and different instructions will be sent to your referees or institution accordingly.

To begin, click on ‘Register Referee’. Then follow these steps:

1) First choose what type of request you are registering. We advise you to register your Endorsement first, by selecting ‘Institutional Endorsement’ from the drop-down, and then clicking ‘Save and Continue’.

2) Enter the details and email address of the person who will receive your endorsement request, and complete your declaration. Then click on ‘Submit Registration’.

3) The system will confirm registration, and immediately send an email to the address you provided, giving instructions for submitting a confidential Institutional Endorsement online.

4) Now register your referees following the same process. Click on ‘Register Another Referee’.

5) This time, select ‘Referee’ from the drop-down and click ‘Save and Continue’. Enter your referee’s information and submit your registration.

6) Repeat these steps until you have registered all your referees.

You will only be able to register one Institutional Endorsement. Where possible, please arrange for all of your references to be submitted online. If a referee indicates that they do not wish to use the online system, please provide them with a copy of the guidance for referees available at www.rhodestrust.org/documents/USARefereeGuidance.pdf, which contains address details for delivery by post. Instructions for the Institutional Endorsement are available at this address: www.rhodestrust.org/documents/USAEndorsementGuidance.pdf. Similarly online submission of the endorsement by the Endorser is the preferred choice. However, if your Endorser is unable to make use of the online process, you may download a form here: www.rhodestrust.org/documents/USAEndorsementForm.pdf. Mailing addresses for Rhodes District Secretaries may be found on page M-4 of the United States Memorandum of Regulations on this site or at www.rhodesscholar.org.

Track your references online
You can return to this section of the system in future, to track the status of your reference requests. The various statuses are explained below:

Registration Unconfirmed 
Indicates that the referee has never used or accessed the Embark Online Recommendation System.

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Registration Confirmed
Indicates that the referee has an existing account or has logged in before, but has not yet started work on your online reference.

In Progress
Indicates that the referee has accessed your reference form one or more times.

Submitted
Indicates that your reference has been submitted successfully and is pending final processing by the Selection Committee. References might remain in this state until some time after the closing date for the Rhodes Scholarship has passed.

Received
Indicates that your Selection Committee has received the online recommendation.

5. Application Inspector

Use the Application Inspector to ensure that you have completed all the questions and submitted all the documents required.

6. Submit Application

Make your declaration and submit your application in time for the deadline. You will receive confirmation of your submission by email. You can return to the application at any time to view your submitted application, or obtain proof of submission.