

# THE SURETY FOUNDATION

## 2016-2017 Surety and Fidelity Industry Intern and Scholarship Program for Minority Students

**Paid professional internships and competitive, merit-based scholarship awards of up to \$5,000 for outstanding minority students who show significant potential to become surety or fidelity professionals.**

### ***Overview/Background***

Internships are provided by members of The Surety & Fidelity Association of America (SFAA) and scholarships are funded by contributions from member companies and other organizations and individuals. The objective of the intern and scholarship program is to provide surety/fidelity industry exposure and financial assistance to minority students who show significant potential to become surety or fidelity professionals. Surety and fidelity industry internships and scholarships are awarded once each year for the following academic year. **All application materials must be received by November 15, 2016.** The applicant is solely responsible for ensuring that all application materials are received on time. *The Surety Foundation cannot be responsible for materials delayed or lost in the mail.*

### ***Eligibility***

The Surety and Fidelity Industry Intern and Scholarship Program for Minority Students is available only to full-time undergraduate students at accredited four-year educational institutions. **Awards are granted based on merit (academic and personal achievement).** For purposes of this program, The Surety Foundation defines minorities as those of Black/African-American, Native American/Alaskan Native, Asian/Pacific Islander, or Hispanic ethnic origin. All applicants must be U.S. citizens.

***PLEASE READ THESE INSTRUCTIONS AND THOSE ON THE FOLLOWING PAGES BEFORE YOU BEGIN TO COMPLETE THIS APPLICATION.*** The Surety Foundation cannot process and will not consider incomplete or incorrectly submitted applications.

To be eligible for a Surety and Fidelity Industry Internship and Scholarship, you must be:

- Ideally, a declared accounting, economics, business/finance or insurance/risk management major with a minimum of a 3.0 grade point average on a 4.0 scale.
- A minority student (see definition above) who has satisfactorily completed at least 30 semester hours or equivalent of college work, ***including at least six (6) semester hours (or equivalent) in your major field;*** and
- Enrolled as a full-time undergraduate student (12 semester hours or equivalent) and willing to participate in a minimum of six weeks paid professional internship with a company in the surety/fidelity industry during the summer following notice of the award and prior to the September disbursement of the funds.

### ***Academic Transcript Required***

The transcript **must** indicate your major field of academic study, and it **must** contain grades for at least 30 semester hours or equivalent, ***including at least six (6) hours in your major field.***

### ***Payments***

Finalists will be notified by email at the address provided on the application by the end of the first quarter with interviews for internship placements arranged soon thereafter. Upon completion of the summer internship and documentation of Fall Semester enrollment, award checks will be mailed during the month of September. Internships and scholarships are competitive on a year- to-year basis. You must apply each year.

### ***Additional Information***

If you have questions, please call The Surety Foundation at (202) 463-0600 and request assistance with The Foundation Scholarship. Additional copies of this application can be downloaded at: [www.thesuretyfoundation.org](http://www.thesuretyfoundation.org).

# THE SURETY FOUNDATION

## Surety and Fidelity Industry Intern and Scholarship Program for Minority Students 2016-2017 Application

### Instructions:

Your internship/scholarship application cannot be processed unless you complete the application and fulfill all related requirements. Application packages must include a completed application, transcript(s) and a personal essay (500-1,000 words) as outlined in Section C. Once you have gathered the required documents, submit the completed package to The Surety Foundation electronically or at the mailing address *below*.

1. Provide transcript(s) *including Spring Semester grades and your major concentration of study*. If you have attended more than one university, please provide a transcript from each college/university listed in Section B.
2. Complete Sections A, B, C and D of this application form. It is through this information that the selection committee will "get to know you." Please write clear, well-organized answers. *All responses (except signatures) must be typed or neatly printed. However, the essay must be typed.*
3. Before mailing or submitting your application package, make sure that you have included all required documents.

### All materials should be electronically submitted or mailed to:

[information@surety.org](mailto:information@surety.org) (Subject: Surety Foundation Scholarship Application) or

The Surety and Fidelity Association of America  
The Surety Foundation Intern and Scholarship Program for Minority Students  
1140 19th Street, NW, Suite 500 Washington, DC 20036

**If you are submitting your application electronically, please use the following format to label each attachment:** Lastname.Firstname\_Transcript, Lastname.Firstname\_Essay, Lastname.Firstname\_Application, and Lastname.Firstname\_Other.

**Section A.** Please TYPE or print all responses.

Name: \_\_\_\_\_  
LAST FIRST MI

School at which you are or will be enrolled: \_\_\_\_\_ Major: \_\_\_\_\_

**All Students:** Are you a citizen of the USA? Yes No

Are you a FULL TIME or PART TIME student?

**Minority Group:** Native American/Alaskan Native Asian/Pacific Islander

Black/African American Hispanic

I certify that I am a minority student (as defined on page 1 of this application) eligible for a Surety and Fidelity Industry Internship and Scholarship. Finally, I certify that all information provided on this application and all supporting documents are complete and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please note that it may be helpful to look at the internship locations in Section D before you begin.\*\***

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Section B. Please TYPE or print all responses.

Name: LAST FIRST MI

Permanent Home Address:

Address while attending School: (If different from home address)

Telephone Number: ( )

Gender: Male Female E-mail Address:

Degree Program: B.A B.S. Other (please indicate):

Are you in a 5-year program? Yes No If "yes," what year of program are you in?

Number of credit hours needed to complete degree requirements:

Number of credit hours you will have earned through December 2016:

Expected Date of Graduation: Class Standing:

How did you hear about the Surety and Fidelity Industry Intern and Scholarship Program?

List all colleges and universities attended (including current school). For each school, indicate the dates of attendance, degree(s) or diploma(s) received (if any), major field of study, and overall and major GPA. List the most current school first.

Education List

Table with columns: Dates From To, School Attended Name, City and State, Major Field, Degree Awarded, GPA\* Overall Major. Contains 4 empty rows.

\* Go to the next page for instructions on calculating GPA.

Work Experience List

List your work experience (present employer first), including internships, part-time and/or summer positions.

Table with columns: Dates From To, Employer Name, City and State, Position Held, Hours per Week. Contains 3 empty rows.

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## Surety and Fidelity Industry Intern and Scholarship Program for Minority Students 2016-2017 Application

Name: \_\_\_\_\_  
LAST FIRST MI

### Calculating your GPA (Overall and Major)

#### Overall

In most cases your overall GPA will come directly from your transcript and no calculation will be required. However, if you are including grades from more than one school/transcript and your calculated GPA does not directly tie to your transcript, you must prepare a schedule that reconciles the GPA you provided with the grades reported on your transcripts (course name, credit hours, grade, etc.)

#### Major

Include a separate computation schedule that lists the full name, credit hours and grade attained for the courses you are considering in the calculation of your major GPA. Please note, if your institution calculates your major GPA on your transcript, there is no schedule required.

What scale does your school use? A = 4 points \_\_\_\_\_ A = 5 points \_\_\_\_\_

Our scholarship is based on a 4-point scale (A = 4 points). If your school computes GPA on a 5-point scale, please indicate above and convert your final calculated GPA (overall and major) to a 4-point scale using the following formula:  $(GPA/5) * 4$ . (i.e., divide your GPA by 5 and then multiply by 4).

List any **honors, scholarships, or awards** you have received while in college. Please indicate the granting organization, nature of the award and date (attach a separate sheet if needed). List any **extracurricular activities or organizations** that you have actively participated in while completing your degree. Indicate your role within the organization, whether it is business, civic, charitable or religious as well as the size of the organization (attach a separate sheet if needed).

**Section C - Essay.** Please TYPE and attach as a Word or PDF document.

**If you are a first-time applicant, please submit an essay response (between 500-1,000 words) to the following question:**

**When did you identify your major area of study, what experiences and influences led to your decision, and what type of career do you envision?**

**If you already have completed an intern assignment within the surety and fidelity industry, please submit an essay response (between 500-1,000 words) to the following:**

**Describe in detail your intern assignment(s) and its relationship to the surety/fidelity underwriting process. What have you learned from this experience that stimulates your interest in the surety/fidelity profession?**

# THE SURETY FOUNDATION

## Surety and Fidelity Industry Intern and Scholarship Program for Minority Students 2016-2017 Application

### Section D.

Name: \_\_\_\_\_  
LAST FIRST MI

### Internship Locations

Please select your preferred internship location(s). You may select as many options as you would like; however, please keep in mind that you must provide your own travel and accommodations.

Alpharetta, Georgia

Rockaway, New Jersey

Brookfield, Wisconsin

St. Mary, Florida (Orlando)

Chicago, Illinois

St. Paul, Minnesota

Des Moines, Iowa

Valley Forge, Pennsylvania

Foster City, California

Hartford, Connecticut

Irvine, California

Jacksonville, Florida

La Mesa, California

New York, New York

Pittsburgh, Pennsylvania

Portland, Oregon

Richardson, Texas

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2016 - 2017

## Application Checklist

- \_\_\_ A completed and signed Intern and Scholarship Application
- \_\_\_ Transcript(s), including Spring 2016 grades
- \_\_\_ Essay
- \_\_\_ Name on every application page
- \_\_\_ Attachments labeled using the proper format if submitting via email
- \_\_\_ Any separate sheets listing honors, awards or extracurricular activities

All information should be electronically submitted or mailed to:

[information@surety.org](mailto:information@surety.org)

or

The Surety & Fidelity Association of America  
The Surety Foundation Intern and Scholarship Program  
1140 19th Street, NW, Suite 500  
Washington, DC 20036

**The deadline for receipt of all materials is November 15, 2016.**

If you have any questions, you may call the Surety and Fidelity Industry Intern and Scholarship Program for Minority Students at (202) 463-0600.

Please include all supporting documents at the time of submission. Incomplete applications will not be considered.