



Application Form—Susan R. Meisinger Fellowship for Graduate Study in HR

Step 1: Please complete the following information and submit one hard copy and one electronic copy on CD of your application package with a cover letter to the address shown.

Please sign your application form; your signature indicates you have read the FAQs posted online at www.shrm.org/meisinger, meet **all** eligibility requirements and have included all the documents required to be included in the applicant pool.

Please print or type information clearly.

Name: _____

Certifications: _____

SHRM member number: _____

Address 1: _____

Address 2: _____

City, State, Zip Code: _____

Country: _____

Phone numbers

Home: _____

Office: _____

School: _____

Mobile: _____

Email addresses

(E-mail 1): _____

(E-mail 2): _____

(E-mail 3): _____

Step 2: Confirm eligibility to apply.

My signature indicates I meet the following eligibility requirements: _____

1. I am a current SHRM member and/or I hold a professional certification

a. SHRM member

b. Certified professional

Indicate certification(s): PHR SPHR GPHR PHR-CA SPHR-CA

(Application form continues on the next page...)

2. I have been accepted to a qualified master's degree program to study Human Resources.

Yes. Copy of acceptance letter attached.

My first semester of study is _____
Name of college or university: _____
Degree sought: _____
Concentration (if applicable): _____

I reviewed the list of HR degree programs online at www.shrm.org/education/hreducation/page/universities.aspx and have verified that this degree program aligns with SHRM's HR Curriculum Guidebook.

I am awaiting acceptance but will supply a copy of the acceptance letter before October 31st.

3. I possess 10 or more years' professional experience, five of which are in HR.

Yes, résumé or CV attached

4. I have attached up to four (4) current references that speak to my dedication to the HR profession and qualifications for the fellowship.

Two (minimum number required) Three Four (maximum accepted)

5. I have attached information about other fellowships, grants or scholarships that I have applied for or received to support master's study in HR.

Yes, information attached
 No, have not applied nor received other support
 No, but I will disclose this information if I receive other support during the application review process

6. I have attached an original essay of no more than two pages, single-spaced, written by me, that responds to these following points:

- What do you see as the future of HR? Why is business acumen critical to an HR professional's effectiveness/success?
- Tell us why you are interested in HR as a profession.
- Describe what you will accomplish in terms of career (or other) goals as a result of getting a master's degree in HR.
- How will you use this degree to advance and further your HR career?

Yes, essay attached

7. I have attached an official or unofficial copy of my undergraduate transcript and if applicable from my current studies at the masters level in HR.

Yes, transcript(s) attached

8. I confirm that I am submitting the information required and only the information required as noted in items 1-7.

Yes

(Application form continues on the next page...)

Step 3: Submit Your Application Package

Please mail one hard copy and one electronic (on CD) copy of your application package with cover letter to the address shown. **The deadline for SHRM to receive your application is August 13th, 2012.** Please be certain you submit your application with all components included; please do not send multiple packets. If your application arrives incomplete, a staff member will contact you.

If you require confirmation that your package was received, please send your package by traceable mail or express delivery carrier.

Awards will be announced in November 2012, in conjunction with SHRM's Leadership Conference.

Send application package to:

**SHRM Foundation/ Meisinger Fellowship
Attn: SHRM Foundation Administrator
1800 Duke Street
Alexandria, VA 22314**

Questions: Contact us at fellowship@shrm.org

Step 4: Application Checklist

Before sending, use this application checklist to ensure all attachments to the application form are included:

- Cover letter
- Application form
- Essay
- Current résumé or curriculum vitae
- A minimum of two, current reference letters that address your qualifications for the fellowship
- Official or unofficial copy of transcript
- Documentation to show you have been accepted to an accredited university for master's study in HR

Note: because of the volume of applications, please do not submit information that is not requested; only the information requested will be included in your application that will be reviewed by the screening and selection committees. Please note that applications are kept on file at the SHRM headquarters and will not be returned to applicants.

Step 5: Signature

I have read the FAQs posted online at www.shrm.org/meisinger, meet all eligibility requirements and have included only and all the documents required in order, to be included in the applicant pool. I have reviewed the 'giving back' options included in the FAQs (question 11) and will communicate those of greatest interest to me upon completion of my master's studies. I agree to participate in survey or other longitudinal studies to track my career development as I progress through my HR career after I complete my master's studies.

Signature

Date