



Sister Rose Thering Fund Scholarship Application Completion Instructions

Thank you for your interest in Jewish-Christian Studies at Seton Hall University. Scholarships are available through the Sister Rose Thering Fund for Education in Jewish-Christian Studies (SRTF) to eligible teachers/educators in public, private or religious schools for up to 12 graduate credits (usually 4 courses), one course per semester. Applications for SRTF scholarships must be submitted each semester.

Students who complete 12 credits are eligible for a [Certificate in Jewish-Christian Studies](#). Students who wish to pursue an [M.A. Degree in Jewish-Christian Studies](#) must matriculate and apply for the degree program after completion of the 12 credits. Credits earned for the certificate may be applied toward the Master's degree.

We welcome your application. Please read the following instructions and application requirements before submitting your application.

First Time SRTF Applicants

There are two separate parts to the application process that must be completed:

1. Admission as a graduate student, either matriculating or non-matriculating, to Seton Hall University in the [College of Arts and Sciences](#) in **Jewish-Christian Studies**. *(Please be sure to apply to the right College and course of study).*
2. Application for an SRTF scholarship to be submitted directly to the Sister Rose Thering Fund Scholarship Committee.

Graduate Admission Application

- Applications for SHU graduate admission must be completed online through the SHU website. Please go to <http://www.shu.edu/graduate-affairs/apply.cfm>. If you are not seeking admission to the M.A. program in Jewish-Christian Studies, then you must complete a **non-matriculating** student application.
- As part of the application process, you will need to submit proof that you have completed a Bachelor's degree at an accredited university or college. An **official sealed** transcript from the institution is required.
- Please follow the instructions of the website for completion of this application.

Notification of acceptance as a graduate student at SHU will be sent from the College of Arts and Sciences.

- Upon acceptance into the SHU graduate program, teachers/educators may seek scholarship assistance for up to 12 credits (usually 4 courses) through SRTF. (You may submit your scholarship application at the same time you submit your graduate admission application.)
- A PIN will then be created for you, which will allow you to register for your chosen Jewish-Christian Studies course. If you need assistance with the registration process, please contact Jay Wolferman in the Jewish-Christian Studies Office at (973) 761-9751.

Sister Rose Thering Scholarship Application

Complete the SRTF Scholarship Application Form available online through the website at www.shu.edu/sisterrose. The completed application and required supporting documentation should be sent to:

The Sister Rose Thering Fund Scholarship Committee
Seton Hall University
400 South Orange Avenue
South Orange, NJ 07079

First Time SRTF Scholarship Applicants

Application deadline: Please visit the website at www.shu.edu/sisterrose for current deadline.

If you have questions about the SRTF application or required documentation, please contact Yolanda Sheffield Williams, Program Manager, (973) 761-9006, srtf@shu.edu.

The following documentation is required for **first-time SRTF Scholarship applicants**:

1. **Application Form:** Completed and signed SRTF application form by the application deadline.
2. **Two Letters of Recommendation:** Please ask two professional/academic references to write a letter of recommendation on your behalf. Signed letters may be submitted hardcopy by mail, scanned and forwarded via e-mail to srtf@shu.edu.
3. **Proof of Employment:** A letter from your principal or superintendent is required, confirming your employment at the school or school district. Teachers/educators in Catholic schools are eligible for a reduced tuition discount. A letter from the Catholic School Principal is required confirming your employment at the school. In addition, the Catholic School Teacher Discount Application Form must be submitted to qualify for the discount. The form is available at www.shu.edu/financial-aid/grants.cfm.
4. **Eligibility for District Funding:** Please include a letter or documentation from the principal or school district superintendent indicating whether any tuition assistance funds are available to be used toward the course you selected. Also indicate the maximum amount you can receive. Please include this statement even if funding is not available.
5. **Essay:** In a separate document, please submit a typed, 500 word (maximum) essay indicating:

- a. *why you are interested in this program;*
 - b. *how you personally relate to this field of study;*
 - c. *how you expect this program will enhance your curriculum or lesson plans; and*
 - d. *how it will impact your personal advancement.*
- Please be as specific as possible.*

* As the heart of your application, your essay is particularly important. The SRTF Scholarship Committee will pay specific attention to how you express and present yourself in this document.

University Fees

The SRTF Scholarship covers tuition only for one semester for up to 3 credits. University and technology fees are the responsibility of the student, and must be paid directly to the University at the beginning of the semester to avoid late fees. Current fees can be found at <http://www.shu.edu/bursar/tuition-and-fees.cfm>.

Scholarship Award Notification

Each semester the SRTF Scholarship Committee reviews and evaluates the applications submitted. A limited allocation of scholarship funding is available each semester. Each applicant will receive a letter to notify them as to whether they have been awarded a scholarship for the upcoming semester. Upon notification, students will need to register for the course requested.

Responsibilities of Scholarship Recipients

Recipients of SRTF scholarships are required to attend events and activities hosted by the Fund during the academic year, and will be expected to participate in light administrative duties for these programs. Your presence at these events is important as an opportunity to give back and as a way to meet our donors and supporters whose generosity provide the gift of the scholarship you have received.

Returning SRTF Applicants

Complete the [SRTF Scholarship Application Form](#) available online. The completed application and required supporting documentation should be sent to:

The Sister Rose Thering Fund Scholarship Committee
Seton Hall University
400 South Orange Avenue
South Orange, NJ 07079

Application deadline: Please visit the website at www.shu.edu/sisterrose for current deadline.

If you have questions about the SRTF application or required documentation, please contact Yolanda Sheffield Williams, Program Manager, (973) 761-9006, srtf@shu.edu.

Please note: Eligibility for scholarship award is contingent upon the successful completion of any prior courses taken.

The following documentation is required for RETURNING SRTF Scholarship applicants by the application deadline:

1. **Application Form:** Completed and signed SRTF application form by the application deadline.
2. **Proof of Employment:** If you have changed teaching positions or schools, please submit a letter from your principal/superintendent confirming your employment at the school. Please note for Catholic school teachers: Proof of employment is required each time you apply for the scholarship to ensure continued eligibility for the tuition discount.
3. **Letters of Recommendation:** Returning students who have not changed employment may use the references on file.
4. **Eligibility for District Funding:** Please include a letter or documentation from the principal or district superintendent indicating whether any tuition assistance funds are available to be used toward the course you selected. Also indicate the maximum amount you can receive. Please include this statement even if funding is not available.
5. **Essay:** In a separate document, please submit a typed 500-word essay* indicating:

- a. *What attracted you to this semester's course*
- b. *How you anticipate passing along the knowledge and facts you will learn this semester to your students*
- c. *How you personally relate to this field of study*

* As the heart of your application, your essay is particularly important. The SRTF Scholarship Committee will pay specific attention to how you express and present yourself in this document.