



## INSTRUCTIONS AND INFORMATION FOR APPLICANTS

*These instructions are designed to assist applicants who are applying for an IDCI NCIDQ Exam Scholarship.*

1. In order to be eligible for an Interior Design Coalition of Indiana NCIDQ Scholarship, the applicant must be a permanent resident of the State of Indiana, be enrolled in an accredited professional or post-professional interior design degree program, must have completed at least the third year in the program at the undergraduate level or have graduated from accredited degree program.
2. The Scholarship Application Form may be downloaded from the IDCI's website: [idcindiana.org](http://idcindiana.org)
3. Provide all requested information. If a particular item does not apply to you, use "NA". If additional space is necessary, attach a separate sheet. Indicate which question is being answered on the separate sheet.

4. **Complete application packages must be completed and submitted by:**

**Midnight, Tuesday, June 1, 2021**

**Applications submitted after this deadline or are not complete in any way will be considered ineligible.**

**It shall be the applicant's responsibility to make sure that complete application packages are received by the IDCI prior to the stated deadline. Students are encouraged to submit the applications as soon as possible. The IDCI assumes no responsibility for circumstances that may lead to the receipt of incomplete, late, or otherwise nonconforming applications.**

5. Complete application packages shall be submitted by email to IDCI President via the website.

6. Application packages must include:

Student Application:

- a. Two letters of recommendation with a minimum of one from a faculty member in your department of interior design. This letter should specifically address your academic credentials
- b. A *current* transcript of your grades from your university; copy to include signature of department chair. (This can be an unofficial transcript downloaded from your school's student center website and due to current circumstances electronic signatures are acceptable)
- c. A typewritten essay (see *Item #5 from the Scholarship Application*)
- d. Copy of the CIDQ acceptance email to sit for the exam

Professional Application:

- a. Two letters of recommendation.
- b. A typewritten essay (see *Item #5 from the Scholarship Application*)
- c. Copy of the CIDQ acceptance email to sit for the exam

7. Please submit all requested items in ONE pdf document. Please provide the documents in the following order:
  - a. Completed Form
  - b. Essay
  - c. Letters of Recommendation
  - d. Transcript (if you are a student)
  - e. Copy of the CIDQ acceptance email

8. By signing the application, the applicant certifies that he or she is a permanent resident of the State of Indiana. The IDCI may require additional proof of residency be furnished prior to the final decision to award a scholarship.
9. The IDCI will be able to award 4 scholarships for the following amounts:
  - 1 @ \$300 (taking IDFX only)
  - 3 @ \$500 (taking 2 or 3 exams: IDFX, IDPX, PRAC)

*A selection board, chosen by The Board of Directors of the IDCI will make the selection of the scholarship recipients by July 2021. **Selection will be made on the merits of the application and not on the financial need of the applicant.***

All correspondence from the IDCI will be directed to the applicant's present e-mail address indicated in the application unless directed otherwise. Applicants who have questions regarding this application or scholarship program should contact: Brenda Morrow      Email: [brmorrow@iupui.edu](mailto:brmorrow@iupui.edu)