

# INSTRUCTIONS AND INFORMATION FOR APPLICANTS

## AMERICAN INSTITUTE OF ARCHITECTS – NORTHERN INDIANA

(Rev. 03/05/2024)

1. To be eligible for AIA Northern Indiana Scholarship, a student must:
  - a. be a permanent resident of the State of Indiana and live/lived in the Northern-Indiana region,
  - b. be enrolled in an accredited professional or post-professional architectural degree program,
  - c. have completed at least the second year in the program at the undergraduate level,
  - d. have cumulative grade point average of at least 3.0 on a 4.0 scale.
2. The AIA Northern Indiana Scholarship is a *merit-based* scholarship. Preference will be given to students who have attended AIA/AIAS events at either the local, state, or national level.
3. The scholarship is a cash award, and the exact amount of the scholarship is to be determined by the AIA Northern Indiana. AIA NI reserves the right to a) the timing of the announcement of scholarship winners, and b) the timing of the cash award.
4. Answer all requested information. If a particular item does not apply to you, use “N/A”.
5. Complete application packages must be completed and submitted by **Friday, June 14, 2024 by 5 pm**.
6. Applications submitted after this deadline or are not complete in any way shall be considered ineligible. It shall be the applicant’s responsibility to make sure that complete application packages are received by AIA Northern Indiana prior to the stated deadline. Students are encouraged to submit the applications as soon as possible. AIA Northern Indiana assumes no responsibility for circumstances that may lead to the receipt of incomplete, late, or otherwise nonconforming applications.
7. Complete application packages shall be submitted electronically to the following address by the stated deadline:

Djamel Charmat, AIA  
AIA Northern Indiana President  
[dcharmat@jpr1source.com](mailto:dcharmat@jpr1source.com)
8. Application packages must include (3) three components:
  - a. PDF of the completed application
  - b. PDF of the completed essay
  - c. PDF of sample work (see item 9 below)
  - d. PDF of letter of recommendation (optional)
9. Applicant may present work from any one or a combination of the following types as evidence of excellence:
  - a. **Design Project:**

A hypothetical, un-built project (Design Studio project or Independent Competition Entry), completed by a student or a student team. See Item 10B for additional

requirements of team projects.

**b. Designed and Constructed Project:**

A project conceived and built by a student or student team.

**c. Civic/Community Leadership and Involvement:**

A completed independent project undertaken by the student which required significant leadership and involvement by the student in Civic/Community Organizations. The aim of this project should be strongly related to the improvement of the built-environment, or should otherwise demonstrate the student's application of architectural knowledge to the betterment of the Civic/Community organization.

**d. Entrepreneurship or Alternate Practice Idea:**

An ongoing or completed effort in which the student has utilized their architectural knowledge in some outstanding and innovative fashion, or to expand the boundaries of the profession.

10. Submission Requirements for sample work:

- a. Two (2) or Three (3) 11x17 portfolio pages to highlight applicant's excellence.
- b. Clearly indicate which projects are team efforts and fully credit all other team members. If presenting a team project, clearly identify your role in the project.

11. By signing the application, the applicant certifies that he/she is a permanent resident of the State of Indiana. AIA Northern Indiana may require additional proof of residency be furnished prior to the final decision to award a scholarship.

12. The Scholarship Committee from Board of Directors of AIA Northern Indiana will make the selection of the scholarship recipients. **Selection will be made on the merits of the application and not on the financial need of the applicant.** Applicants will be notified shortly thereafter via e-mail. Selected Applicants will be recognized in the AIA Indiana Newsletter.

13. All correspondence from the AIA NI will be directed to the student's e-mail address unless directed otherwise. Applicants who have questions regarding this application or scholarship should contact:

Andrew Mollison, AIA  
Vice President  
AIA Northern Indiana  
[amollison@alliarch.com](mailto:amollison@alliarch.com)



**AIA**

# Northern Indiana

LAKE  
PORTER  
LA PORTE  
SAINT JOSEPH  
ELKHART  
NEWTON  
JASPER  
STARKE  
PULASKI  
MARSHALL  
FULTON  
KOSCIUSKO

BENTON  
WHITE  
CASS  
MIAMI  
WABASH

# ARCHITECTURAL SCHOLARSHIP APPLICATION

## AMERICAN INSTITUTE OF ARCHITECTS – NORTHERN INDIANA

APPLICANTS SHALL REFER TO THE "INSTRUCTIONS AND INFORMATION FOR APPLICANTS"

WHEN COMPLETING THIS FORM.

(Rev. 03/05/2024)

1. Name: \_\_\_\_\_

Last

First

Middle

2. Present Address: \_\_\_\_\_  
\_\_\_\_\_

3. E-Mail: \_\_\_\_\_

4. Phone: \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. College or University at which you are currently enrolled: \_\_\_\_\_  
\_\_\_\_\_

7. Year in Professional Degree Program: \_\_\_\_3<sup>rd</sup> \_\_\_\_4<sup>th</sup> \_\_\_\_5<sup>th</sup> \_\_\_\_Grad.

8. Accumulative Grade Point Average: \_\_\_\_\_

9. List all college/graduate level academic institutions you have attended prior to your current enrollment.

Official transcripts may be requested for each upon final selection process:

*Name of school*

*Dates attended/degree completed*

_____	_____
_____	_____
_____	_____
_____	_____

10. List academic honors you have received:

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11. List extracurricular activities, including clubs and organizations, to which you belong:

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12. AIA Events attended in the last year:

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13. List name(s) and address(es) of firm(s) in the architectural field for whom you have worked:

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14. Are you presently employed? \_\_\_\_\_

If so, give name and address of employer and a brief description of your duties.

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15. Attach a typewritten essay that clearly states why you merit recognition using the categories listed in the Instructions (500 words max.)

*I hereby certify that to the best of my knowledge and belief that all the information provided in this application is true and accurate. I certify that I am a permanent resident of the State of Indiana. I have reviewed and understand the submission instructions and requirements. Accordingly, the submission package is complete and I understand that missing information is the basis for disqualification of the submission.*

Applicant's Signature: \_\_\_\_\_

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

Department Chair's Signature: \_\_\_\_\_

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