

## 2023 Accounting Awards and Scholarships Instructions

As an Accounting student at Duquesne University's Palumbo-Donahue School of Business, there are several awards and scholarships that may be available to you. **Students must be registered for at least 3 credits of coursework at Duquesne University in the Spring 2024 semester to be eligible for a scholarship or award.** The Accounting Faculty strongly encourages you to apply for as many of these awards and scholarships as you are qualified. Given that students will apply for multiple awards and scholarships in any given year, we have simplified and streamlined the application process.

Here is the link to access the scholarships:

[Accounting \(duq.edu\)](#)

While you may apply for more than one award or scholarship, you are required to submit only a single application package. A Cover Page is provided on the following page that must be the first page of your application package. The Cover Page is essentially a checklist that provides places for you to fill in information about yourself along with a section for you to indicate the awards and scholarships for which you are applying. Please be sure to complete and sign the Cover Page, and include it as the first page of your application package. If the scholarship criteria includes financial need, make sure that you have filed a financial aid form with the Financial Aid Office.

Most of the awards and scholarships require an essay explaining why you are deserving of the award. If you are applying for more than one award, you need to write ***only one essay.***\*\* This essay should encompass all of the criteria of the awards for which you are applying. You will notice that there is significant overlap in these criteria, particularly in areas such as involvement in student organizations, community service and academic excellence. As such, it is important that you carefully read through the criteria of each award so that you can adequately address each of them in your essay. Students receiving a full tuition athletic scholarship or receiving tuition exchange are not eligible for the Accounting Scholarships/Awards.

**\*\*NOTE: If you are applying for the Institute of Internal Auditors Outstanding Accounting Student Achievement Award, you are required to write a separate essay on the topic specified by this award. This is the one exception to the requirement of writing only one essay for multiple awards. Please include both essays in your application packet.**

Similar to the essay requirement, most of the awards and scholarships require a faculty letter of recommendation. Regardless of how many awards you are applying for, you will only need one letter of recommendation from a faculty member. Be sure to let the faculty member know which awards you are applying for so that they can incorporate the necessary criteria into their letter. There is also a FERPA form on the website. When requesting faculty letters of recommendations, students are required to complete this form. **Be sure to fill out the FERPA form and include it in your application packet.** Also, only include one copy of your resume in your application package.

The deadline for turning in your application package is **DECEMBER 5, 2023**. Save your application packet as a PDF and name your file - "2023 Accounting Scholarships – YOUR LAST NAME." You will need to email your completed application package to the Accounting Department Administrative Assistant, Angie Hudec, at [hudeca@duq.edu](mailto:hudeca@duq.edu). She will send you a confirmation e-mail when she receives your application packet. The subject of your e-mail should be "2023 Accounting Scholarships - YOUR LAST NAME."

If you have any questions about the application process, please contact Dr. Kathryn Marley, at [marleyk@duq.edu](mailto:marleyk@duq.edu). Winners of the scholarships and awards will be announced in January 2024.

**2023 Accounting Awards and Scholarships Cover Page**

**Name:** \_\_\_\_\_ (please print clearly)

**Student ID#:** DU \_\_\_\_\_ **Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

**Mailing Address:** \_\_\_\_\_

**Academic Standing** (check one):

\_\_\_\_\_ Freshman                      \_\_\_\_\_ Senior  
\_\_\_\_\_ Sophomore                    \_\_\_\_\_ MAcc  
\_\_\_\_\_ Junior

**Unmet Financial Need** (check one):

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

**Current GPA** \_\_\_\_\_ **through** \_\_\_\_\_ **(Semester/Year)**

**Awards/Scholarships Applying For**

(place an "X" next to each one that you wish to apply)

**Undergraduate Only:**

\_\_\_\_\_ Outstanding Accounting Student Achievement Award  
\_\_\_\_\_ Edward Milcic Memorial Scholarship  
\_\_\_\_\_ Robert A. dePalma Memorial Endowed Scholarship  
\_\_\_\_\_ James Louis Radakovich Endowed Scholarship  
\_\_\_\_\_ John L. and Helen McDonough Jr. Endowed Scholarship

**Undergraduate and Graduate:**

\_\_\_\_\_ Accounting Alumni Scholarships  
\_\_\_\_\_ Accounting Alumni Awards  
\_\_\_\_\_ Institute of Internal Auditors Outstanding Accounting Student Award

**Graduate Only:**

\_\_\_\_\_ Glenn J. Breisinger Endowed Scholarship  
\_\_\_\_\_ James M. Roberts Jr. Memorial Scholarship

***Supporting Materials Included in Application Package:***

\_\_\_\_\_ Essay  
\_\_\_\_\_ Resume  
\_\_\_\_\_ FERPA Form (Can be downloaded from DORI)

\_\_\_\_\_ Faculty Letter of Recommendation (if this letter will be submitted directly to the Committee by the faculty member, please indicate the faculty member's name here. \_\_\_\_\_)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

(Make this completed Cover Page the first page of your application package.)