

2019 American Airlines Federal Credit Union Scholarship

Helpful Hints

Transcript Guidelines

- Only official transcripts will be accepted. An official transcript must include a watermark, signature, be in a sealed envelope or have some form of official mark. Transcripts printed from the web will not be considered official. Mail the transcript to:

American Airlines Credit Union
Attn: American Airlines Credit Union Scholarship
P.O. Box 619001
DFW Airport, TX 75261-9001

- Transcripts must include grades through fall 2018.
- Only your most recent transcript will be reviewed. There is no need for college students to send a high school transcript.
- Many schools require several weeks to process transcript requests. We suggest that you ask for a transcript in advance of the March 1, 2019 postmark deadline. It is your responsibility to ensure that your school has postmarked and mailed the transcript on time.
- You will receive an email when we have processed your transcript. Please note that this could be several weeks after the deadline. As long as your transcript is postmarked by March 1, 2019, your application will remain in consideration.
- Late transcripts will not be accepted.

Letters of Recommendation Guidelines

- Recommendation letters should be from two people who know you well, excluding relatives. Letters from relatives will not be accepted.
- You will be asked to submit their names and emails prior to logging into the rest of the application.
- References will immediately receive an email with a link to upload their letter directly to your application.
- We recommend you advise the reference to be on the lookout for an email from scholarship@aacreditunion.org
- In the event that your reference did not receive the email, has misplaced it or you need to change your reference, log back into the application, return to the reference page and make any updates. Hit "Next" at the bottom and your request will be resent. Please refer to the FAQ

document for more detailed information. If there is still a technical difficulty please ask the reference to send the letter to scholarship@aacreditunion.org.

- You will receive an email when your reference has electronically uploaded a letter.
- It is your responsibility to follow through with your references and confirm submission. Late recommendation letters will not be accepted.
- The best letters contain extra insight or anecdotes into your personality and character that is not reflected by reading your résumé alone.

Essay Guidelines

- Essays are limited to 300 words. Essays over the word limit will be not be considered.
- Proper grammar and spelling is expected.
- The best essays are genuine and sincere.
- The best essays provide insight into your personality, background, character, values and/or interests that is not reflected by reading your résumé.

Video Guidelines

- Videos should be limited to 25 MB. Our server does not accept anything over this size.
- Videos must be .mp4, .wmv, .3gp, .avi or .flv files.
- Videos should be 30 seconds to 2 minutes in length.
- The best videos will show an understanding of the Credit Union philosophy and services.
- The video style is up to the applicant. They can be animated or live action. Videos can feature other people.
- Videos will be judged on creativity and how well it addresses the topic.
- Videos submitted in a prior year will be disqualified.
- Please include your full name in the video. Spoken or written format is acceptable.