



SCHOLARSHIPS · RESEARCH · EDUCATION

**2012  
Scholarship Application Packet  
Richard, Walter and William Sakai  
Memorial Scholarship**

**Application Deadline:  
Tuesday, May 1, 2012**



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# Richard, Walter and William Sakai Memorial Scholarship

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## General Information

The Electronic Document Scholarship Foundation (EDSF) is a charitable, non-profit, 501(c)(3) that engages in programs designed to attract the best and brightest to the industry. By granting scholarships, fostering education, promoting research, recognizing leaders, encouraging innovation, and garnering and disseminating knowledge, we are helping build the next generation of digital content and delivery professionals.

EDSF awards a minimum of 40 scholarships a year. EDSF sponsors a number of Board of Director scholarships, as well as administers scholarships for the following companies and individuals: Axis, Inc., Clampitt Paper, The Lewis M. Gabbe Foundation, The Hoods Memorial Fund, OutputLinks Communications Group, Questex Media Group, Robert Kai, Signs Now and Symcor.

The Richard, Walter and William Sakai Memorial Scholarship was established in 2011 by Robert Kai to honor the memory of his deceased uncles.

## Scholarship Eligibility Requirements

**Amount of Scholarship Award:** \$1,000

The scholarship award will be credited to the recipient's college account in one installment in the fall semester.

**Number of Scholarship Awards Available:** One

**Scholarship Application Deadline:** Tuesday, May 1, 2012

### Scholarship Eligibility Requirements:

- Students must have a minimum cumulative GPA of 3.0 or a 'B' average
- Must be a full-time student attending University of Washington, University of Portland or Washington State University
- Students must be working towards a degree in Business Journalism or Marketing or English Literature.
- All applicants must sign the Plagiarism Statement. All essays will be checked for plagiarism and will be disqualified if there is any evidence that the material has been copied. Applications without a signed plagiarism statement will also be disqualified.

## EDSF Contact Information

EDSF administers the Richard, Walter and William Sakai Memorial Scholarship. If you have any questions regarding this scholarship or the application process, please contact EDSF.

EDSF  
1845 Precinct Line Road  
Suite 212  
Hurst, TX 76054  
817-849-1145  
info@edsf.org

## Instructions

The Scholarship Application has six sections. Once you have completed all sections of the application, paper clip your application together and follow the mailing instructions below. **Your application must be postmarked by Tuesday, May 1, 2012, to be considered for a scholarship.**

Due to the high volume of applications, we recommend that you mail all sections of your application together. We realize that it is not always possible to mail your recommendation letters and official transcript along with the application. **If your recommendation letters and official transcript will be mailed separately, please note that these items must also be postmarked by Tuesday, May 1, 2012.**

## Filing Period

Scholarship applications are accepted from January 17 – May 1, 2012. The scholarships are awarded for the 2012 Fall Semester.

## Deadline – May 1, 2012

All scholarship applications, recommendation letters and transcripts must be postmarked by Tuesday, May 1, 2012. Any materials postmarked after this date will not be considered for an EDSF scholarship.

*Note for international students:* Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Tuesday, April 17, 2012. It would also be helpful for international students to email [info@edsf.org](mailto:info@edsf.org) with the date and place your application was mailed.

## Mailing Instructions

Mail one copy of your application to:

EDSF  
1845 Precinct Line Road  
Suite 212  
Hurst, TX 76054  
United States

It is recommended that you send your application certified mail. For additional information or to verify that EDSF has received your application, recommendation letters and/or transcript, contact EDSF at 817-849-1145 or [info@edsf.org](mailto:info@edsf.org).

Due to the large number of applications processed, we are not able to return transcripts or any other portion of your application.

## Application Check-List

Please make sure you include all requested information with your application as incomplete applications will be disqualified. Your application must include the following sections:

- Section 1 – General Information Page
- Section 2 – Cover Letter
- Section 3 – Essay
- Section 4 – Activities & Work Experience
- Section 5 – Transcript\*
- Section 6 – Recommendation Letters\*

\* Your transcript and recommendation letters may be mailed separately.



# Scholarship Application Richard, Walter and William Sakai Memorial Scholarship

**Deadline: Application must be postmarked by Tuesday, May 1, 2012.**

## Section 1 – General Information

Please complete the following information.

### Full or Part-Time Status

- Full-Time Student (minimum of 12 undergraduate hours or matriculated in post-graduate program)  
 Part-Time Student

### Application Packet Being Mailed to EDSF is:

- A complete application including my official transcript and recommendation letters  
 A partial application as my official transcript and/or recommendation letters will be mailed separately

## Applicant Information

Application Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home or Summer Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Email \_\_\_\_\_

Cell Number \_\_\_\_\_ Telephone 2 \_\_\_\_\_

\* If your telephone numbers or email change, please notify EDSF by phone 817-849-1145 or email info@edsf.org.

## College/University Information

University/College Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Web Site \_\_\_\_\_

College Major for 2012 Fall Term \_\_\_\_\_

Year in School for 2012 Fall Term  Freshman  Sophomore  Junior  Senior  Graduate

Anticipated college graduation date \_\_\_\_\_

Degree \_\_\_\_\_

## Plagiarism Statement

### Applications without a signed Plagiarism Statement will be disqualified.

Plagiarism is presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment and/or borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

I acknowledge that the information and essays presented in this application are my own original work.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Scholarship Application, cont.

For the following sections of the application, please complete the information using a black font and plain white paper. Include your name on the top of each page and label each section. Do not exceed the maximum page lengths for each section.

### Section 2 – Cover Letter

Include a letter requesting consideration for the scholarship. (maximum length: 1 page)

### Section 3 – Essay

Respond to the following question. Please write the question at the start of your essay response.

Define your career aspirations including how your college major or field of study will enable you to reach your goals. (maximum length: 1 page)

### Section 4 – Activities & Work Experience

List your activities including current professional, college and/or high school extra-curricular activities and achievements and work experience. (maximum length: 2 pages)

### Section 5 – Transcript

Provide one official school-issued current transcript. A cumulative “B” average or grade point average of 3.0 or higher on a 4.0 scale is required. Transcripts must be in English. Transcripts may be mailed by the schools directly to EDSF or, preferably, may accompany the scholarship application. If mailed separately, transcripts must be **postmarked** by the **May 1, 2012 deadline**.

### Section 6 – Recommendation Letters

Provide two (2) academic or professional recommendations from teachers, instructors, professors or colleagues. The recommendation letters may be mailed directly to EDSF by the author or, preferably, may accompany the scholarship application. If mailed separately, all letters must be **postmarked** by the **May 1, 2012 deadline**. All letters must be original, have a current date within the last 6 months, be produced on school, university or corporate letterhead and provide the writer’s contact information.

### Mailing Instructions

Mail one copy of your application, **postmarked by Tuesday, May 1, 2012** to:

EDSF  
1845 Precinct Line Road  
Suite 212  
Hurst, TX 76054  
United States

It is recommended that you send your application certified mail. For additional information or to verify that EDSF has received your application, recommendation letters and/or transcript, contact EDSF at 817-849-1145 or [info@edsf.org](mailto:info@edsf.org).

*Note for international students:* Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Tuesday, April 17, 2012. It would also be helpful for international students to email [info@edsf.org](mailto:info@edsf.org) with the date and place your application was mailed.

## Frequently Asked Questions

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### Application

**Q. What is the application deadline? Does the deadline apply to recommendation letters and transcripts?**

A. Scholarship applications, recommendation letters and transcripts must all be postmarked by Tuesday, May 1, 2012. Any materials received with a postmark after the deadline will not be accepted.

**Q. Can applications be emailed or faxed to EDSF?**

A. No. The application must be mailed to EDSF at 1845 Precinct Line Rd, Ste 212, Hurst, TX, 76054.

**Q. Should the application be stapled or paper-clipped together?**

A. Please paper clip the application together. Do not staple your application or place it in a folder or special binding.

**Q. Are there any formatting requirements for the application?**

A. The following formatting tips are recommended:

- Print your application using a black font on plain, white paper. The applications are scanned and sent electronically to the Scholarship Selection Committee. Applications that are created on non-white or patterned paper using colored ink do not scan well and are hard to read.
- Your name should appear on every page of your application.
- Label each section of your application.
- Write the essay question at the top of the page before responding to the question.
- There are no font style, spacing or margin requirements.
- Do not exceed the maximum page requirements for each section.

**Q. Can I include samples of my work in my application?**

A. No. Work samples will not be passed along to the Scholarship Selection Committee, and they cannot be returned.

### Transcripts / Course Schedules

**Q. Do I need an official transcript or a copy of my official transcript?**

A. You need one official transcript with a seal or signature from your school or university.

**Q. I have attended multiple colleges/universities. Do you require a transcript from each college/university?**

A. No. Only your current transcript is required.

**Q. My current semester grades will not be available until after the May 1 deadline.**

A. Send your most recent transcript.

**Q. Do you require a course schedule?**

A. No, a course schedule is not required.

## Recommendation Letters

### Q. Can I photocopy my recommendation letters?

A. No. Recommendation letters must be original and have a current date within the last 6 months. The letters must be produced on school, university or corporate letterhead and provide the contact information for the person writing the letter.

### Q. Do the recommendation letters need to be mailed to EDSF directly from the person writing the letter?

A. No. If possible, the recommendation letters should be included with your application. Recommendation letters received separately from the application will be matched with the application.

### Q. Can recommendation letters be from family members, friends or religious leaders?

A. No. Recommendation letters must be from teachers, professors or work colleagues.

## Citizenship

### Q. Can I apply for a scholarship if I am not a United States citizen?

A. Yes.

## Scholarship Awards

### Q. When will the scholarship award be announced?

A. EDSF will announce the scholarship award recipients no later than July 31, 2012.

### Q. How will the scholarship award recipient be notified?

A. The scholarship recipient will also be notified by email, phone and/or mail. The scholarship recipient will be posted on the EDSF Web site [www.edsf.org](http://www.edsf.org) within 24-hours of final award selection by the Scholarship Selection Committee.

### Q. How will the scholarship award be distributed?

A. EDSF will mail a check in the amount of your scholarship award directly to your university. All checks will be mailed no later than August 15, 2012.

## Scholarship Eligibility

### Q. How many course hours do I need to take to be considered a full-time student?

A. Undergraduate students must be enrolled in a minimum of 12 hours for the fall semester to be considered a full-time student. Graduate students must be actively matriculated into a post-graduate degree program.

### Q. Does financial need play a part in selecting scholarship recipients?

A. No. EDSF scholarship recipients are selected based upon the eligibility requirements.

### Q. I am currently a high school senior. May I apply for the scholarships?

A. You must be a full-time college student in the 2012 fall semester to apply for a scholarship.

### Q. I have already graduated from college. Can I apply for the scholarship and use the award to pay my student loans?

A. No. You must be a full-time college student in the upcoming 2012 fall semester to apply for a scholarship.