



## MARYLAND MILITARY AND CIVILIAN SPOUSES' CLUB (MMCSC) SCHOLARSHIP APPLICATION – MILITARY SPOUSE

The Fort Meade Officers' Spouses' Club, doing business as the Maryland Military and Civilian Spouses' Club will award one or more financial scholarships for academic achievement to deserving students enrolled full-time in an accredited post-secondary institution, college, or university.

### ELIGIBILITY:

- All applicants must possess a valid military dependent identification card.
- Applicants must be married to a current or retired U.S. Military Service Member with an affiliation to a Maryland military installation at the time of application submission *and* at the time of scholarship award.
- Applicants must have earned a High School Diploma, a General Education Diploma (GED), or have completed a High School Equivalency Program (HEP).
- Applicants must be enrolled in an accredited post-secondary institution for the 2025-2026 academic school year prior to May 2025.
- Active Duty and Retired Service Members are **ineligible** for MMCSC Scholarships.
- Previous scholarship recipients are ineligible. (Awardees can only receive one MMCSC/FMOSC scholarship for post-secondary education).

### SUBMISSION REQUIREMENTS:

- Applications may be submitted via United States Mail addressed to "Director of Scholarships, P.O. Box 280, Fort Meade, MD 20755" **OR** scanned into a single PDF document and submitted via email to [scholarships.ftmosc@gmail.com](mailto:scholarships.ftmosc@gmail.com). NOTE: If your application is submitted electronically, official transcripts must be sent separately.
- Regardless of submission method, applications must be **RECEIVED NO LATER THAN MAY 31, 2025**.
- Applications must be **complete, accurate, legible, and must include all necessary signatures**. Submission of incomplete, inaccurate, illegible and/or unsigned applications may result in disqualification and/or scholarship forfeiture.
- To ensure your application is complete, please fill in all the information requested. If additional space is needed for any section, please use a separate sheet of paper, and label the information accordingly.
- To ensure your application is legible, please type and/or use black ink.
- Please do not send documents that have not been requested (e.g. resumes, copies of awards).
- Essays must conform with the established requirements related to length and formatting.
- One letter of recommendation is required. See the checklist on Page 2 for details.
- Please remember to sign the Scholarship Application Declaration and to ensure that your sponsor also signs it. (If your sponsor is unable to sign the form, please contact [scholarships.ftmosc@gmail.com](mailto:scholarships.ftmosc@gmail.com) for guidance.)

### GUIDELINES:

- Scholarships are awarded based on scholastic achievement and school and community involvement.
- Financial need is not considered.
- All scholarship funds will be sent directly to the accredited institution after the Director of Scholarships receives enrollment verification from the institution. Awards will be paid in a single installment.
- If a scholarship recipient does not ultimately attend the institution, or withdraws prior to completion of the school year, all unapplied funds are forfeited and must be repaid to MMCSC by either the institution or the awardee.
- Awards can only be used towards tuition, academic fees, books, room, and board. Awards may not be used for personal expenses.

## MILITARY SPOUSE APPLICATION CHECKLIST

Please use the checklist below to verify that your application is complete; you should also keep a copy for yourself.

- Completed Scholarship Application
- Copy of most recent official transcript(s), sealed (official digital transcripts are acceptable - send to [scholarships.ftmosc@gmail.com](mailto:scholarships.ftmosc@gmail.com))
  - If you've completed less than two semesters of college, please send a copy of your official sealed high school transcript(s), proof of GED, or proof of completion of a High School Equivalency Program.
- Confirmation of Sponsor's Military Affiliation (A printout from the Defense Manpower Data Center's webpage is preferred -<https://mla.dmdc.osd.mil/mla/#/single-record>, however, a copy of Sponsor's LES and/or DD Form 214 is also acceptable)
- Essay (350 – 600 words, typed, double-spaced, one-inch margins, Times New Roman, 12-point font)
- One letter of recommendation, dated not earlier than September 1, 2024, from an academic source, supervisor of a workplace, volunteer organization, school-sponsored or church activity
- Signed Scholarship Application Declaration form

### PLEASE NOTE:

- Transcripts MUST be provided to verify eligibility, failure to provide *official* transcripts will result in disqualification.
- Military Dependent ID card must be presented (when applicable) to verify eligibility prior to receipt of a MMCSC Scholarship; do NOT send a copy of the card – winners will show their card prior to receiving an award.
- Please spell out non-common acronyms.

## **APPLICATIONS MUST BE RECEIVED BY MAY 31, 2025**

Mail completed application to:

**Director of Scholarships  
P.O. Box 280  
Fort Meade, MD 20755**

OR submit via e-mail as one PDF to:

[\*\*\*scholarships.ftmosc@gmail.com\*\*\*](mailto:scholarships.ftmosc@gmail.com)

**Please contact the MMCSC Director of Scholarships with any questions.**

[\*\*\*scholarships.ftmosc@gmail.com\*\*\*](mailto:scholarships.ftmosc@gmail.com).

**PART 1: APPLICANT INFORMATION**

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

Street Address: \_\_\_\_\_ Suite/Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a current member of the MMCSC (circle one): YES NO

Name of current collegiate institution enrolled in (if applicable): \_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of enrollment: \_\_\_\_\_

High School Name: \_\_\_\_\_

High School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_

**PART 2: SPONSOR INFORMATION**

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

Street Address: \_\_\_\_\_ Suite/Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Duty Station (if applicable): \_\_\_\_\_

Address of Duty Station (if applicable): \_\_\_\_\_

Current or Last Rank Held: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Branch of Service (circle one):

Air Force Army Coast Guard Marine Corps Navy Space Force DOD Civilian

Other \_\_\_\_\_

Applicant, please use this space to briefly describe your affiliation with the Maryland military community and/or MMCSC in order for the Scholarship Committee to verify your eligibility for our scholarships.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 3: EDUCATIONAL HISTORY**

List the institutions (colleges, vocational schools, etc.) to which you have attended and/or applied to. Please include date range for those you have attended.

<i>Institution</i>	<i>City</i>	<i>State</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PART 4: AWARDS & HONORS**

Mark the corresponding activity type and list any academic distinctions or honors you have received since high school, or in the last five years, whichever is applicable, including school, church, and community. (Ex. Dean’s List)

<i>Activity Type</i>			<i>Award, Honor, or Academic Distinction</i>
<i>School</i>	<i>Church</i>	<i>Community</i>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART 5: VOLUNTEER EXPERIENCE**

List all your volunteer (unpaid work) experiences since high school (or the last five years, whichever is appropriate) up to the present.

<i>Dates</i>	<i>Organization</i>	<i>Your Duties/Accomplishments</i>	<i>Total Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART 6: WORK EXPERIENCE**

List all your paid work experience since high school (or the last 5 years, whichever is appropriate) up to the present.

<i>Dates</i>	<i>Employer</i>	<i>Your Duties</i>	<i>Hrs/Week</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART 7: APPLICANT ESSAY**

Please submit a typed double-spaced essay, in 12-point Times New Roman font. The essay should be **no less than 350 words and no more than 600 words** and should address **BOTH** the following points:

**Describe your personal goals and explain how furthering your education will help you to accomplish these goals.**

**AND**

**Explain how being a military spouse and part of a military/government community has impacted your goals and objectives.**

## Maryland Military and Civilian Spouses' Club Scholarship Applicant Declaration

By applying for a Maryland Military and Civilian Spouses' Club Scholarship, I understand and agree to the following:

1. Scholarship funds awarded by MMCSA are restricted to the payment of tuition, academic fees, books, room and board.
2. Scholarship funds are intended for payment to accredited post-secondary institutions for the 2025-2026 academic year. If I fail to enroll, or withdraw prior to completion of the academic year, any and all unused scholarship funds will be returned to MMCSA.
3. Scholarship awards will be paid only to the accredited post-secondary institution, not to the scholarship recipient.
4. If I accept an appointment to a military service academy or receive full coverage of my educational expenses (tuition, academic fees, books, room and board) through any means, I will be ineligible for a MMCSA Scholarship award. These include but are not limited to, the following: a full scholarship from a post-secondary institution; benefits from the Yellow Ribbon Program; Post-9/11 GI Bill benefits; Military Spouse Career Advancement Accounts Program (MyCAA) aid; or financial aid from any other scholarship program(s).
5. MMCSA is authorized to use my name, image and likeness in announcing and promoting their scholarship program (e.g. publication in media outlets, including print, newspapers, magazines, radio, television, MMCSA scrapbooks, the MMCSA web page, the MMCSA Facebook page, social media platforms, etc.)
6. MMCSA is solely responsible for the selection of the scholarship winners and its decision is final.
7. The school or institution of higher education that I attend (or propose to attend) is authorized to release information concerning my enrollment status and academic standing to MMCSA for use in administering my scholarship award.
8. The content of my application is correct and complete. Inaccurate and/or incomplete applications will result in disqualification and/or scholarship forfeiture.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Military or MMCSA Sponsor

\_\_\_\_\_  
Date