

## ***Student Application Preparation Instructions***

### ***New Recruitment Student Applicants:***

1. New Recruitment Students must use the new DoD CySP online application tool.  
<https://www.avuedigitalservices.com/casting/aiportal/control/mainmenu?agency=DDW&portal=CYSP>
2. Applications missing any required documents will automatically be disqualified
3. Students who are currently receiving funds from another scholarship program or who have a service obligation upon graduation are not eligible to apply for the DoD CySP.
4. Anticipated Final Graduation Date is for the degree program you are applying for scholarship support. Any applications that indicates a graduation date of January through September of the current year will not be eligible.
5. Transcripts: An official transcript is the institution's certified statement of the student's academic record. The official paper transcript is printed on security sensitive paper and contains the intuitions seal as well as a signature of the institution's registrar. An official electronic transcript is a PDF secured by a digital signature, which is displayed at the top of the transcript; sometimes they will include a blue ribbon. At least one version of the application must have official transcripts.
  - a. **Official Security Paper Transcripts:** If submitting the official certified paper transcript, the hard copy application would contain the originals and the soft copy applications (PDF) would contain scanned versions of the transcript.
  - b. **Digitally Certified Transcripts:** If submitting the official digitally certified electronic transcript, a print-out of that transcript must be included in the paper copy.
6. Students should not attach copies/pictures of social security cards, driver's license, passports, military identification, credit cards, degrees, certificates, and any other type of personally identifiable information.
7. Letters of Recommendation should be a PDF copy of the original version uploaded through the new application tool. Letters should be on official company/institution letterhead, include the contact information to confirm the letter is valid (full name, mailing address, phone number, email address) and must be signed by the author. Emailed letters will not be accepted.
8. Traditional resumes will not be submitted. The new DoD CySP application tool will prompt students to fill in the required resume information. Students will be asked to provide the following:
  - a. Education: include degrees, institutions, location, date of graduation (or expected date of graduation); major/minor fields; GPA
  - b. Experience: jobs, internships, and/or volunteer work. Include name of company, position, and dates employed. List at least three important tasks, accomplishments, or skills gained at each job. Also identify any clearance level held. It is important that you identify the number of hours per week you worked.
  - c. Skills: include computer systems; programs which you are proficient. Include foreign languages. List any other skills, certifications, clearance levels you may hold.
9. Paper applications for new students will not be accepted.
10. Students are responsible for submitting a complete application through the new application tool by 01 Feb 2022. Students will not have access to the application on 02 Feb 2022

***Returning Student Applicants:***

1. Current DoD CySP Scholars reapplying for additional years of support will continue to use the paper copy application provided by the DoD CySP Program Office. The application will consist of :
  - a. DoD CySP Returning Student Application Form (7 pages)
  - b. Official Transcripts
  - c. Resume
  - d. 1 Letter of Reference
2. Current DoD CySP Scholars should save their application as a PDF (no PDF portfolios) and provide it to their DoD CySP On-Campus Point of Contact by 01 February 2022. Students should use the following naming structure to save their PDF: LAST NAME\_First Name\_University\_Returning