



April 1, 2020

Dear Applicant:

As a candidate for a **Structure Tone Memorial Scholarship**, it is necessary that you provide the following information for the Scholarship Review Committee no later than **November 20, 2020**.

1. A **Scholarship Application Form** (signed)
2. A **Scholarship Questionnaire Form**
3. An **Official Transcript** of your grades
4. A **High School Profile** (for high school seniors and freshmen - if available)

Please read the instructions below:

- The **SCHOLARSHIP QUESTIONNAIRE** is designed for you to report information about your academic and personal background, leadership and extra curricular activities, your community service, and your plans for the future.
- **OFFICIAL TRANSCRIPT(S):**
 1. If you are a senior in high school please ask your Guidance Counselor to mail a copy of your full transcript to my attention **no later than November 20, 2020**.
 2. If you are a **Freshman** in college please ask your high school counselor to mail me a copy of your high school transcript. Also, contact the Registrar at your university/college and request that a copy of your college transcript through the **Fall 2019 semester** be sent to me. Please request that both transcripts be sent to my attention **no later than November 20, 2020**.
 3. If you are a **Sophomore or Junior**, please ask the Registrar to mail me a copy of your grades through the **Fall 2019 semester no later than November 20, 2020**.

Transcripts should be mailed to:
Structure Tone LLC
Attn: Naeisha Williams
10 Woodbridge Center Drive, Floor 8
Woodbridge, NJ 07095

If your guidance counselor or registrar would prefer to email the documents, they can be sent to me at naeisha.williams@structuretone.com.

***NOTE:** It is your responsibility to ensure that I receive the required materials no later than November 20, 2020. Materials not received by this date may disqualify you. The only exception to this requirement would be if you encounter unforeseen circumstances that prevent you from complying with these instructions. In such a case please contact me at 732-362-3471 or via email Naeisha.Williams@structuretone.com to discuss the situation and see if a resolution is possible.*

We look forward to your participation in this program and I wish you success in the competition.

Thank you,

Naeisha Williams
Human Resources
Structure Tone LLC