



**SCHOLARSHIPS FOR ENGINEERING/ TECHNOLOGY/
COMPUTER-SCIENCE/
ARCHITECTURE / NAVAL ARCHITECTURE STUDENTS
2017**

Information for Applicants

1.0 **Preamble:** MEA is an association of Malayalee engineers living in Greater Houston area in the state of Texas, USA. The association is offering scholarships for students of Kerala origin to pursue engineering/ technology/ computer science, architecture or naval-architecture studies leading to a Bachelor's degree in a nationally accredited engineering college or university in India. The number of scholarships may be eight to ten for year 2017.

2.0 **Basis of Award:** A panel of MEA members shall select the scholarship winners (MEA scholars) based on merit and financial hardship of the candidate. The panel may consider other criteria as specified in section 4.3 of this document. The student will become eligible for the scholarship during the FIRST year of studies. The scholarship will be renewed every year for the first four / five years of studies, provided the student has shown satisfactory performance in the preceding year. See section 12.0.

3.0 **Amount of Scholarship:** US \$600/ year per student.

4.0 Eligibility Requirements:

4.1 Student shall be enrolled in an accredited Engineering College or University for at least a 4-year (8 semesters) or 5 year (10 semesters for B.Arch) course leading to a Bachelor's Degree in Engineering, Technology, Computer Science, Architecture or Naval Architecture as a first year student in 2017.

4.2 Student must have appeared for Kerala State level entrance examination (KEAM) administered by the Office of the Commissioner for Entrance Examinations (CEE). B.Arch students shall be eligible based on National Aptitude Test in Architecture (NATA).

4.3 The income of the student's parents shall be below Rs. 1,50,000/ year (One lakh fifty thousand rupees) from all sources.

4.4 Awards and honors received and extracurricular activities by the student shall be considered in selecting the scholarship recipient when more than one deserving candidates are tied based on academic merit and income criteria.

4.5 If the student has already accepted another scholarship, he/she shall provide complete details of such other scholarship(s).

4.6 Academic Criteria for scholarship eligibility

- Ranked lower than 5000 (1 to 5000) in the Govt. of Kerala Engineering (KEAM) Entrance Examination
OR
National Aptitude Test in Architecture (NATA) score greater than 110 (For B. Arch students).
- Scored above 85% marks in Class X and XII examinations.

Only students who have met both of the above academic criteria are only eligible to apply.

4.7 Students who secured admission through lateral entry (i.e. after Diploma or other degree) are NOT eligible to apply for scholarship. Students enrolled in the 2nd, 3rd or 4th year of the degree course are also NOT eligible to apply for the scholarship.

5.0 Application Guidelines:

During the student's course of study, if it is found that any willful misrepresentation of facts or false information has been used to win a scholarship award, MEA will immediately terminate the student's scholarship. The student shall then return to MEA all the money received from MEA towards a scholarship with interest, failing which MEA may take appropriate legal action.



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6.0 Application Process: The application process consists of the following steps

6.1 Visit MEA Houston web site www.meahouston.org and download the Information for Applicants and print it. Read carefully and understand the scholarship application eligibility requirements and scholarship renewal requirements.

6.2 Access the "Online Simplified Scholarship Application Form" available at www.meahouston.org, complete and submit the form online before October 15, 2017. If you do not meet the academic and financial criteria for eligibility to apply for the scholarship, the application form will not allow you to submit it online. If you do not meet the eligibility criteria, do not proceed with steps below since you will not qualify for a scholarship.

6.3 Download the Detailed Scholarship Application Form available on the MEA website. You may fill it electronically and print it; or print the blank form and fill it manually. Application form may also be available with the Principals of the accredited engineering colleges in Kerala. Copies of the blank forms are also acceptable. Note: The "Detailed Scholarship Form" is different from the "Online Simplified Application Form". Applicants must submit both forms to complete the application process.

6.4 Download the blank "Recommendation Letter Form" and have it completed and signed by the Principal, Headmaster or teacher of the school where the student studied for class X or XII.

6.5 Get all the required supporting documents listed in section 7.0.

6.6 Scan (in .pdf format) and Email the completed Detailed Scholarship Application Form, Recommendation Letter and all supporting documents on or before **October 15, 2017**. Make sure the form is signed, dated and attested per Information for Applicants, before scanning and emailing. Follow instructions provided in section 8.0 for sending application and supporting documents. Email address to send the application: meahouston.2017scholarship@gmail.com

7.0 Supporting Documents: Attach scanned copies of the following documents with the "Detailed Scholarship Form"

7.1 Marks-lists of Class X and Class XII Examinations attested by the Principal or Head of the Department of the Engineering College where the student is currently enrolled

7.2 Marks-list and Rank Certificate of the Govt. of Kerala Engineering Entrance Examination

7.3 Income Certificate including all sources, issued by Tahsildar / Village Officer.

7.4 "Recommendation Letter Form" completed and signed by the Principal, Headmaster or teacher of the school where the student studied for class X or XII.

7.5 If parents or guardians are daily wage workers or laborers or engaged in agriculture, trade or business, a statement explaining type of work, labour, agriculture, or business shall be submitted. This requirement is mandatory.

7.6 Details of awards and honors received in extracurricular activities.

7.7 An essay by the applicant describing any financial difficulty or special circumstances that merit special consideration during evaluation of the application.

7.8 A statement providing details of scholarships, grants and non-repayable financial awards the student may be receiving from sources other than MEA Houston. Include amounts, duration of payment, source's name and basis of award in your statement.

8.0 Application Submission: The applicant must scan the completed "Detailed Application Form" along with the supporting documents in .pdf format and send them as attachments to email meahouston.2017scholarship@gmail.com on or before October 15, 2017. Use the same email address for all the scholarship related email correspondences.



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The email subject line must say '**MEA 2017 Scholarship application –"Applicant's Name"**'. Each of the attached file must have file names that include the document description and the student's full name. Example: "**Detailed Application form-Applicant's full name"**".

Incomplete applications will not be considered. An application providing all requested information and all required supporting documents will stand out above others and will considerably increase your chances of getting the scholarship.

9.0 Background Evaluation: Shortlisted candidates will be considered for further background evaluation in November - December 2017. A MEA member or representative will visit the shortlisted student's family.

10.0 Award of Scholarship: Scholarships will be awarded before March 31, 2018. Students who are awarded scholarships will be required to submit a photograph and a signed affidavit affirming that they understood the terms and conditions under which MEA Houston scholarships are awarded and renewed. Students must keep a copy of all documents submitted to MEA for future reference.

11.0 Method of Payment: MEA treasurer shall send the scholarship award in US dollars to the student. The scholarship recipient shall open a bank account and provide the bank account number to MEA for scholarship payment.

12.0 Continuation of Scholarship: A student, who wins the scholarship, will be called 'MEA Scholar', in the first year, will continue to receive the scholarship for the next three years of studies if he/she fulfills the following criteria:

12.1 Shall pass all the exams and secure **GPA \geq 7.0 or equivalent in the all the semester examinations**. It is the responsibility of the student to submit certified copies of semester examination mark lists as soon as they become available to show proof of securing GPA \geq 7.0. MEA scholars who are not able to meet this criterion due to circumstances beyond his/her control shall inform the Scholarship Program Coordinator (SPC) promptly. Each case shall be handled individually if such a condition arises.

12.3 GPA requirement for renewal of scholarships for MEA scholars enrolled in B.Arch program may be relaxed to **\geq 6.5** at the scholarship committee's discretion.

12.2 The student shall submit an affidavit each year stating complete details of any scholarship or financial aid he/she is receiving from organizations other than MEA, Houston. Educational loans from banks and other financial institutions will not disqualify applicants.

12.3 Students shall communicate by email with the SPC at the end of the semester examination and as soon as the results are available for each semester. If the copy of the mark lists is not sent to the SPC within a month of publication of results, the student will be automatically disqualified for the continuation for the scholarship.

12.4 MEA Houston may assign a MEA member as the student's mentor to advice and counsel the student. Communication between the student and Mentor is vital. Students are strongly advised to make use of the services of the mentor which will benefit their education and career planning.