



## **Buddhist Tzu Chi Foundation Tzu Chi USA Scholars 2019**

### **Application Checklist for Continuing Undergraduate Students**

#### **❖ IF YOU APPLY ONLINE**

##### **➤ STEP 1 : ONLINE APPLICATION PROCESS**

- Complete Tzu Chi USA Scholarship application form for continuing undergraduate students
- Upload a copy of financial documents
- Upload an updated autobiography

##### **➤ STEP 2: MAIL or EMAIL SUPPORTING DOCUMENTS**

- All official college transcript(s) to date
- Written and signed proof of completion of 50 volunteering hours
- If you send the documents in separate mails, please always include a cover page with applicant's name, email, and phone number

##### **➤ STEP 3: FOLLOW-UP**

- Wait for home visit notification

#### **❖ IF YOU APPLY BY MAIL**

##### **➤ STEP 1 : APPLICATION PROCESS**

- Tzu Chi USA Scholarship application form for continuing undergraduate students
- A copy of financial documents
- An updated autobiography
- All official college transcript(s) to date
- Written and signed proof of completion of 50 volunteering hours
- If you send the documents in separate mails, please always include a cover page with applicant's name, email, and phone number

##### **➤ STEP 2: FOLLOW-UP**

- Wait for home visit notification

**\*\*\* Please double check your regional office's address before mail in (see next page).**



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### **Application Checklist for Continuing Undergraduate Students**

Please mail your supporting documents to Tzu Chi USA regional office that has been assigned to you based on your home zip code, indicating **Attn: Tzu Chi USA Scholars Program**.

Here are the Tzu Chi USA regional offices:

#### *Northwest Region*

**N. CA, N. NV, OR, WA, ID, MT,  
WY, AK**

2355 Oakland Rd, San Jose,  
CA 95131

Tel: 408-457-6969

Fax: 408-943-8420

Email: NWscholars@tzuchi.us

#### *National Headquarters*

**S. CA, S. NV, AZ, UT, NM, CO**

1100 S. Valley Center Ave, San  
Dimas, CA 91773

Tel: 909-447-7799

Fax: 909-447-7948

Email: HQscholars@tzuchi.us

#### *Pacific Islands Region*

**HI, GU**

1238 Wilhelmina Rise, Honolulu,  
HI 96816

Tel: 808-737-8885

Fax: 808-737-8889

Email: PIscholars@tzuchi.us

#### *Midwest Region*

**OH, ND, SD, MN, WI, MI, NE,  
IA, MO, IL, IN**

1430 Plainfield Rd, Darien, IL  
60561

Tel: 630-963-6601

Fax: 630-960-9360

Email: MWscholars@tzuchi.us

#### *Central Region*

**N. TX, KS, OK, AR, TN**

534 W. Belt Line Rd,  
Richardson, TX 75080

Tel: 972-680-8869

Fax: 972-680-7732

Email: CENscholars@tzuchi.us

#### *Southern Region*

**S. TX, LA, FL, MS, AL, GA**

6200 Corporate Dr, Houston,  
TX 77036

Tel: 713-981-8966

Fax: 713-981-9008

Email: SOUscholars@tzuchi.us

#### *Northeast Region*

**NY, VT, NH, ME, MA, RI, CT**

137-77 Northern Blvd, Flushing,  
NY 11354

Tel: 718-888-0866

Fax: 718-460-2068

Email: NEScholars@tzuchi.us

#### *Mid-Atlantic Region*

**KY, PA, WV, DE, NJ**

150 Commerce Rd, Cedar  
Grove, NJ 07009

Tel: 973-857-8666

Fax: 973-857-9555

Email: MAScholars@tzuchi.us

#### *Greater Washington D.C. Region*

**DC, MD, NC, SC, VA**

1516 Moorings Dr, Reston, VA  
20190

Tel: 703-707-8606

Fax: 703-707-8607

Email: DCscholars@tzuchi.us