



Buddhist Tzu Chi Foundation Tzu Chi USA Scholars 2018

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: MAILED IN SUPPORTING DOCUMENTS

- All official college transcript(s) to date
- Written and signed proof of completion of 50 volunteering hours
- Include a cover page with applicant's name, email, and phone number

➤ STEP 3: FOLLOW-UP

- Wait for home visit notification (if required)

❖ 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 (if required)

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



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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

National Headquarters

(Western Region)

**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

Pacific Islands Region

HI, GU

1238 Wilhelmina Rise,
Honolulu, HI 96816

Tel: 808-737-8885

Fax: 808-737-8889

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

Central Region

N. TX, KS, OK, AR, TN

534 W. Belt Line Rd,

Richardson, TX 75080

Tel: 972-680-8869

Fax: 972-680-7732

Southern Region

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

6200 Corporate Dr,

Houston, TX 77036

Tel: 713-981-8966

Fax: 713-981-9008

Northeast Region

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

137-77 Northern Blvd,

Flushing, NY 11354

Tel: 718-888-0866

Fax: 718-460-2068

Mid-Atlantic Region

KY, PA, WV, DE, NJ

150 Commerce Rd,

Cedar Grove, NJ 07009

Tel: 973-857-8666

Fax: 973-857-9555

Greater Washington

D.C. Region

DC, MD, NC, SC, VA

1516 Moorings Dr,

Reston, VA 20190

Tel: 703-707-8606

Fax: 703-707-8607