Chicago Women in Architecture [CWA] is a not-for-profit, volunteer organization that exists as a forum for women in Architecture and related professions. CWA is excited to announce its second scholarship recognizing strong women architecture students in their final year of study for academic and leadership achievements. The Scholarship is awarded at the annual CWAF Lifetime Achievement Award event held in May each year.

Eligibility

Applicants must be female architecture students scheduled to graduate in the academic year for which they are applying (December 2023 or May 2024) with a M. Arch or a five-year B. Arch degree, with a minimum cumulative grade point average of 3.5/4.0, from the following schools. There is no limit of student submissions per school.

Eligible Institutions

Illinois Institute of Technology
Judson University
The School of the Art Institute of Chicago
Southern Illinois University Carbondale
University of Illinois at Chicago
University of Illinois at Urbana-Champaign
University of Wisconsin – Milwaukee
Ball State University
University of Notre Dame

Schedule   Registration

Opens Submission	December 7th, 2023
Deadline	February 5th , 2024
Winner Announcement	CWA Spring Brunch* - April, date TBD

*Winners are expected to keep this date open in order to accept the award and exhibit their work

Jury

Applications will be reviewed by a jury including CWA Executive Committee members, officers from the CWAF Board of Directors, and other recognized architecture practitioners.

Awards

The Roula Scholarship will be awarded to one recipient, who will receive the unrestricted $5,000 award, a one-year membership to CWA and two tickets to attend the CWA Spring Brunch. The winner's credentials will be featured on the CWA website.

ENTRY REQUIREMENTS

Registration Number

The registration form is available on the Scholarship section of the CWA website www.cwarch.org. There is no fee to register. Please submit this form before the submission deadline in order to receive your application number (ID#).

Submission requirements

Please read the following information carefully as it contains important information. The following **digital materials** are required from each candidate:

A. **Registration Form:** to be filled out online at www.cwarch.org

B. **Digital Portfolio of Completed Work:**
   a. This should be one digital document, no larger than 10 MB
   b. This material should bear no graphic that would identify the Applicant such as names, university logos, etc. Provide the ID# in the lower right-hand corner of each page of the portfolio.
   c. If work done with others is included, please note that the work presented must be substantially that of the Applicant. A Group Work Memorandum must be submitted from each of the team members.
       i. Please submit these forms as ONE pdf named #ID_XXX_GWM.pdf where XXX is the numeric ID you receive from CWA.
   d. The portfolio file should be named #ID_XXX_Portfolio.pdf where XXX is the numeric ID you receive from CWA.
   e. Submitted online, using the Google Drive folder link.

C. **Digital Portfolio of Completed Work:**

D. **Student Transcripts**
   a. Transcripts are required for all degrees completed.
   b. Two options are acceptable:
       i. Official transcripts:
           1. These should be submitted online by the student as a single pdf file or sent directly from the school to scholarship@cwarch.org.
           2. Official transcripts must have a digital certificate indicating that it originated from the school.
       ii. Unofficial transcripts AND a letter of attestation (found on the CWA website) from the Dean of the Department or School of Architecture
           1. The Dean of the Department or School of Architecture should send these documents as a single pdf directly to scholarship@cwarch.org with the ID# of the Applicant on the email subject line.
           2. If you have transcripts from multiple institutions, please have the relevant Deans sign and send these documents.
           3. Attestations should come before relevant transcripts in the pdf and should have the ID# in the lower right-hand corner.
   c. The file should be named #ID_XXX_Transcript.pdf where XXX is the numeric ID you receive from CWA. If you have more than one transcript, please add a number after the word Transcript to differentiate them.

E. **An Academic Letter of Recommendation (1-page limit) from a professor**
   a. This letter should specifically address the student's scholastic and leadership performance, as attested to by the student's professors. It should also specify the program and expected graduation date of the Applicant.
   b. This letter of recommendation should be named #ID_XXX_LOR _RN.pdf where XXX is the numeric ID you receive from CWA and RN is the name of the recommender.

F. **One (1) Personal Letter of Recommendation (1-page limit)**
   a. This letter should speak to the Applicant's leadership within the community and within architecture. It should be written by an individual who can provide insight into the applicant's character, leadership, and community involvement. They may include professors, religious leaders, community organization staff, current or previous employers, or other members of the community –

family members excluded.

b. This letter of recommendation should be named #ID_XXX_LOR_RN.pdf where XXX is the numeric ID you receive from CWA and RN is the name of the recommender.

Letters of Recommendation: All letters of recommendation should be emailed to scholarship@cwarch.org with the ID# of the Applicant on the email subject line. The contents of the letters do not need to be anonymized. All digital forms of letters of recommendation must originate directly from the institution or company of the recommender and should be PDFs.

In the event that there is no access to internet or email, it is allowed to have the letter of recommendation mailed directly to the address below. The letter should be in a sealed envelope with the #ID on the exterior and should be mailed to the following address, postmarked no later than 02/05/2024.

Kaylee Tucker
Wiss, Janney, Elstner Associates, Inc.
10 South LaSalle Street, Suite 2600
Chicago, IL 60603

Submission Process

- Fill out the Registration Form on the CWA website to receive the ID number.
- You will receive an email from the Scholarship Committee with a link to upload your documents.
- Each project submission should be comprised of the following pdf files:
  - Digital Portfolio
  - Transcripts (if official transcripts are submitted directly by the Applicant)
  - Group Work Memorandums (if required)
- Unofficial transcripts and Letters of Attestation or Official school-submitted transcripts should be sent directly to scholarship@cwarch.org, using the conventions above.
- Recommenders should submit their letters directly to scholarship@cwarch.org, using the conventions above.

Submissions
Upload submission via the online link on or before 02/05/2024

Questions?
Please submit questions to scholarship@cwarch.org. For updates please visit our website www.cwarch.org or follow us on Instagram @chiwomenarchitecture and on LinkedIn.