SPARK Grant Application Checklist

Step 1: Determine Eligibility and Experience

☐ You are a first-time undergraduate student

☐ You have been enrolled at Nazareth for fewer than 24 months **OR** you are a **transfer student** and have been enrolled at Nazareth for fewer than 12 months

☐ Your GPA is at least 2.5 (if you are unsure, check your grades on [NazNet)](#)

☐ You are enrolled at Nazareth for the semester following your SPARK experience

☐ You have met with your Career Coach and have an approved resume

☐ You are **not** receiving other Nazareth College funding for this experience

☐ You have completed your FAFSA for the upcoming year, if applicable, and submitted all documents to the Financial Aid Office

Step 2: Complete Application Materials

All SPARK Opportunities:

☐ Complete Career Coach approved resume

☐ Obtain unofficial transcript through [Student Planning](#)

If you are using SPARK for an internship:

    ☐ Apply for and secure an internship for the summer

    ☐ Submit internship and SPARK application before the registration deadline for summer

    ☐ Complete Internship Supervisor Approval Form

    ☐ Complete Faculty Advisor Approval Form (For 3-credit major-specific internships ONLY – must be a rising Junior)

    ☐ Answer Career Competency Questions in complete paragraphs

    ☐ Complete the [Student Payment Check Request Form](#)

    ☐ Set up your [E-Check Account](#) (Even if you have an on campus job).

If you are using SPARK for Study Abroad:

    ☐ Determine Study Abroad Experience and check with Josh Fess to ensure SPARK eligibility

    ☐ Complete International Experience Approval Form

    ☐ Discuss with Josh regarding the distribution of your funds.

If you are using SPARK for Research:

    ☐ Secure Nazareth Faculty Research Mentor

    ☐ Develop or apply for and secure research experience

    ☐ Complete SPARK Grant Research Application and App

    ☐ Complete the [Student Payment Check Request Form](#)

    ☐ Set up your [E-Check Account](#) (Even if you have an on campus job).

Step 3: Submit Application

☐ Complete SPARK application (independently or with your Career Coach)

☐ Inform your Career Coach that SPARK application is complete (**VERY** important)

Step 4: After You Are Approved For SPARK

For internships:

    ☐ Look for internship course registration information from Dale Leyburn

    ☐ Register for internship course using permission code received from Dale

    ☐ Pay internship course registration fee

For Study Abroad:

    ☐ If your study abroad program is credit-bearing through Nazareth, please register for the corresponding course

    ☐ Pay study abroad course registration fee (only for Nazareth credit-bearing programs during the summer)

For research:

    ☐ Look for research course registration information from Dr. Megan Tobin

    ☐ Register for research course using permission code received from Dr. Megan Tobin

    ☐ Pay research course registration fee

    ☐ (The spring following your research experience) present research at Creativity Activity and Research Showcase (CARS)