

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 will be 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, submitted all outstanding 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
 - If you are using SPARK for Study Abroad:**
 - Determine Study Abroad Experience and check with Kathy Hansen to ensure SPARK eligibility
 - Complete International Experience Approval Form
 - 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 Approval Form

Step 3: Submit Application

- Complete SPARK application (independently or with Career Coach)
- Inform your Career Coach that SPARK application is complete (VERY important)

Step 4: After You Are Approved For SPARK

- Fill out Check Deposit Form with Josh Fess in GAC 121
- Link Direct Deposit Account (even if you already have it!)
 - For internships:**
 - Look for internship course registration information from Dale Leyburn
 - Register for internship course using permission code received from Dale
 - Pay \$25 internship course registration fee
 - For research:**
 - Look for research course registration information from Dr. Jessica Slentz
 - Register for research course using permission code received from Dr. Jessica Slentz
 - Pay \$25 research course registration fee
 - (The spring following your research experience) present research at Creativity Activity and Research Showcase (CARS)