



The Vertical Flight Technical Society

Guidelines for Students & University Faculty Vertical Flight Foundation Scholarship

AHS International's philanthropic arm, the Vertical Flight Foundation (VFF), was established in 1967. The Foundation is an independent charitable trust for the support of education in rotorcraft and vertical-takeoff-and-landing (VTOL) aircraft technology. The Foundation's awards are made possible solely by tax deductible donations.

Each year the VFF awards scholarships to college students who demonstrate an interest in pursuing engineering related careers in vertical flight technology. To date, the Foundation has awarded over 500 scholarships to students from throughout the world.

The AHS Vertical Flight Foundation scholarships are solely merit-based and the value of the scholarships range up to \$6,000 (USD).

Student Eligibility

- A student does not have to be a member of the AHS International.
- A student can receive an award once as an Undergraduate, once as a Master's student and once as a Ph.D. student.
 - Eligibility in Ph.D. category requires verification of formally meeting doctoral degree requirements such as qualifying exams. Otherwise, the student will be considered in the MS category.
- Applicants must be in the relevant degree program at least 1-semester or 2-quarters *after* the scholarship will be presented (at the AHS Annual Forum in the month of May).
- Applicants must be a full-time college student at an accredited school in a technical program. Technical disciplines relevant to complex aeronautics/aeronautics engineering or aviation systems, even if not directly considered vertical lift engineering, will receive equal consideration.

Instructions to Students

A complete application package must include the following:

- Completed Scholarship Application Form
- Resume
- Narrative
- Official University/School Transcript
- Professor Letter of

Recommendation Due dates for all VFF documents:

- Electronic documents must be time-stamped on or before the first Monday in February and sent directly to the AHS VFF Coordinator email address listed below.
- Mailed documents must be postmarked on or before the first Monday in February and received at AHS headquarters no later than February 15th, addressed to the VFF Coordinator at the address listed below.

AHS International

Attention: Julie M. Gibbs, VFF Coordinator

2701 Prosperity Ave., Suite 210

Fairfax, VA 22031-4314 USA

Email: jmgibbs@vtol.org

Tel: 1-703-684-6777 Ext.

103

Please follow the templates accurately and concisely. You may download a copy of the VFF application from our web site at www.vtol.org/vff. Please note that you must download the form to your desktop or hard drive in order to save the application.

1. **Application:** complete the entire "VFF Application for Scholarship," consisting of Sections I, II, III and IV.
2. **Narrative (Section III):** the narrative should provide a personal statement regarding your passion for aeronautics/aeronautical engineering or complex aviation systems and vertical flight technology specifically. It should describe how your studies will assist in pursuing and growing that passion. The narrative should highlight specific interest, perspective and experience in important and relevant topics to the vertical flight community, such as affordability. **The narrative should not be a restatement of your resume or description of research.** Please indicate on the application whether the resume is included with your application document or as a separate document.
3. **Resume (Section IV):** please use the template provided (in PDF or Word format) and be as precise and accurate as possible. The resume should include career objectives; school and/or employment history and experience, including relevant research; papers/publications or presentations; and extra-curricular activities. Please indicate on the application whether the resume is included with your application document or as a separate document.
4. **Transcript: an official grade transcript must be provided, including the most recent set of grades issued.**
 - Transcripts must be mailed, unopened directly to AHS International headquarters, from your university's Office of the Registrar and must be postmarked and received by the due date listed above.
 - Transcripts can also be sent by a secure electronic link from the Office of the Registrar directly to the AHS VFF Coordinator and must be received by the due date listed above.
 - If your transcript is not in English, AHS will request that the applicant provide a translation in English, which must be accredited by a letter from your professor verifying the accuracy of the translation.
 - If your school cannot provide an official transcript, an equivalent disclosure of academic standing may be provided and must be endorsed by the relevant head of curriculum.
 - If the due dates conflict with end of semester/quarter timing at your university and there is a problem submitting the transcript on time, contact the VFF Student Coordinator immediately so a due date waiver can be requested from the VFF Scholarship Committee.
5. **Letter of Recommendation:** at least one letter of recommendation is required from a professor very familiar with you and your course work. The professor should provide a statement as to where you stand in regard to the students he/she has taught in his/her career and state if you are in the top 5, 10 or 25% of your class based on his/her experience

with all of his/her students (past and present). It is imperative that your professor understand these recommendation guidelines. Please see page 4 of these guidelines entitled *Guidelines for Professor Recommendation* and provide them to your professor. The Professor's recommendation letter, either electronic (PDF format) or mailed, must **besent directly by the Professor** to the VFF Coordinator at AHS International by the due dates and must be signed by him or her. Recommendation letters will NOT be accepted from students.

Other information

- Preference is to submit your completed application form electronically, including narrative and resume, and in PDF or Word format.
- Applications will be reviewed by the Scholarship Committee. The Foundation will award several scholarships within each degree category annually, unless there are no qualified applicants.
- Scholarship recipients will be notified by the Vertical Flight Foundation by mid-April.

Weighting Factors

- Experience (*work history, research, paper publications from resume*) 35%
- Narrative 25%
- Letter(s) of Recommendation (*See guidelines for university faculty*) 20%
- Academics..... 10%
- Extra Curricula Activities (*from resume*)..... 10%

Guidelines for Professor Recommendations

Vertical Flight Foundation Scholarship

Student Eligibility

- A student does not need to be a member of the AHS International.
- A student can receive an award once as an Undergraduate, once as a Master's student and once as a Ph.D. student.
 - Eligibility in Ph.D. category requires verification of formally meeting doctoral degree requirements such as qualifying exams. Otherwise, the student will be considered in the Master's category.
- Applicants must be in the relevant degree program at least 1-semester or 2-quarters *after* the VFF scholarship will be awarded (at the AHS Annual Forum in the month of May).
- Applicants must be a full-time student at an accredited school in a technical program. Technical disciplines relevant to complex aeronautics/aeronautics engineering or aviation systems, even if not directly considered vertical lift engineering, will receive equal consideration.

Instructions to University Faculty

When a student asks you for a letter of recommendation, please follow these guidelines:

- You should be very familiar with the student and her/his course work.
- Please be sure to include a statement as to where the student stands in regard to the students you have taught in your career (not just this semester/year). Specifically state if this student ranks in the top 5, 10 or 25% of your class based on your experience with all of your students (past and present).
- Note any attributes or events that may make the student stand out from his/her peers.
- The letter must be on university stationery.
- The letter must be signed by you.
- The letter must be delivered directly by the Professor, either electronically (PDF format) or by mail, to the VFF Coordinator at AHS International or delivered to the faculty member serving as the VFF Student Application Coordinator if multiple applications are submitted in a single package. **AHS will not accept recommendation letters from the student.**

AHS International

Attn: VFF Coordinator, Julie M. Gibbs

2701 Prosperity Ave., Suite 210

Fairfax, VA 22031-4314 USA

Email: jmgibbs@vtol.org

Tel: 1-703-684-6777 Ext. 103

Toll Free: 1-855-AHS-INTL x103

- Due dates for recommendation letters:
 - Electronically must be time-stamped on or before the first Monday in February.
 - Mailed must be postmarked on or before the first Monday in February and received at AHS headquarters no later than February 15th.



AHS International
The Vertical Flight Technical Society
VERTICAL FLIGHT FOUNDATION
Educating the Vertical Flight Leaders of Tomorrow

VERTICAL FLIGHT FOUNDATION SCHOLARSHIP APPLICATION

AHS International's philanthropic arm, the Vertical Flight Foundation (VFF), was established in 1967, and began making awards in 1977. The Foundation is an independent charitable trust for the support of education in rotorcraft and vertical-takeoff-and-landing (VTOL) aircraft technology. The Foundation's awards are made possible solely by tax deductible donations that have established and contribute to an endowment; AHS International pays for all operational and administrative expenses.

Each year the VFF awards scholarships to college students who demonstrate an interest in pursuing engineering related careers in vertical flight technology. To date, the Foundation has awarded over 500 scholarships to students from throughout the world.

The AHS Vertical Flight Foundation scholarships are solely merit-based and the value of the scholarships range up to \$6,000 (USD).

Eligibility

- A student does not need to be a member of AHS International.
- A student can receive a VFF scholarship award once as an Undergraduate, once as a Master's student and once as Ph.D. student.
 - Eligibility in Ph.D. category requires verification of formally meeting doctoral degree requirements such as qualifying exams. Otherwise, the student will be considered in the Master's category.
- Applicants must be in the relevant degree program at least 1-semester or 2-quarters *after* the VFF scholarship will be awarded (at the AHS Annual Forum in the month of May).
- Applicants must be a full-time college student at an accredited school in a technical program. Technical disciplines relevant to complex aeronautics/aeronautics engineering or aviation systems, even if not considered vertical lift engineering, will receive equal consideration.

A complete application package must include the following:

- Completed Scholarship Application Form
- Resume
- Narrative
- Official University/School Transcript
- Professor Letter of Recommendation

Due dates for all VFF documents:

- Electronic documents must be time-stamped on or before the first Monday in February and sent directly to the AHS VFF Coordinator at the email address listed below.
- Mailed documents must be postmarked on or before the first Monday in February and received at AHS headquarters on or before February 15th, addressed to the VFF Coordinator at the address listed below.

Instructions

- Refer to the *AHS International VFF Guidelines for Students and University Faculty* for step-by-step instructions which can be located at www.vtol.org/vff.

Other information

- Applications will be reviewed by the Scholarship Committee. The Foundation will award several scholarships annually, unless there are no qualified applicants.
- Scholarship recipients will be notified by the AHS Vertical Flight Foundation of the decision by mid-April. All decisions are final.
- You may download a copy of the VFF application and scholarship guidelines from our web site at www.vtol.org/vff or download the fillable pdf (preferred).

Weighting Factors

- Experience (work history, research, paper publications from resume).....35%
- Narrative.....25%
- Letter(s) of Recommendation.....20%
- Academics.....10%
- Extra Curricula Activities.....10%

AHS Mailing Address and VFF Coordinator Contact:

AHS International
Attn: VFF Coordinator, Julie M. Gibbs
2701 Prosperity Ave., Suite 210
Fairfax, VA 22031-4314 USA

Email jmgibbs@vtol.org
Phone 1-703-684-6777 x103
Toll Free: 1-855-AHS-INTL x103

VFF APPLICATION FOR SCHOLARSHIP

SECTION I

Please complete all sections.

Salutation – please choose one: Mr. Ms. or Other (specify): _____

Name: _____

Present School Street Address: _____

City, State, Postal Code, Country: _____

Permanent Residence Street Address: _____

City, State, Postal Code, Country: _____

Preferred Phone Number to be Contacted: _____

Email: _____

Date of Birth*: _____ Citizenship*: _____

*FOR DEMOGRAPHIC TRACKING ONLY

I hereby certify that the information contained in this Application for Scholarship is true and correct and that I have made arrangements on (date) _____ for submission of my official grade transcript and a letter or recommendation by a dean or professor affiliated with my school.

Professor's Name: _____

Professor's Email: _____

Student Signature: _____

Date: _____

Section II - Education

Please list all colleges/universities attended, starting with the most recent first, i.e. the school you currently attend should appear on line 1.

College/Location	Enrollment Date	Expected Graduation Date	Full or Part-Time	Cum. GPA	Academic Concentration
1.					
2.					
3.					
4.					

- In what category are you applying?
 B.S M.S. Ph.D.
- What is your school's grading system? A= _____
- If the cumulative GPA you list for the school you currently attend covers one year or less of academic work, you must submit two transcripts, one for the school you currently attend and one for the school you previously attended.
- What is your current GPA (present semester/quarter)? From _____ to _____
GPA _____
- Will you be a full time student for the entire forthcoming semester or quarter?
 yes no
- If the scholarship is to be used at a school other than the one you currently attend (line 1 above), or if the scholarship is to be used for an advanced degree program at the same school, please complete the table below.

College/Location	Enrollment Date	Expected Graduation Date	Full or Part-time	Cum. GPA	Academic Concentration
1.					
2.					

Section III - Narrative

Please provide a narrative below (print legibly) or as a separate document (PDF or Word format) but indicate if the resume is a separate document.

The narrative should provide a personal statement regarding your passion for aeronautics/aeronautical engineering or complex aviation systems, and vertical flight technology specifically. It should describe how your studies will assist in pursuing and growing that passion. It should highlight specific interest, perspective and experience in important and relevant topics to the vertical flight community, such as affordability.

The narrative should not be a restatement of your resume or description of research.

Name: _____

Email: _____ **Preferred Phone:** _____

Section IV - Resume

Please complete the following or attach a resume to your application using the template below. Fill out the resume accurately and concisely.

For undergraduates, any pertinent experience, history, honors/awards are activities from Secondary/High School may be included, such as Civil Air Patrol, work in aerospace industry, etc.

Name/Address

Email/Phone Contact Information

Career Objective

Experience/Employment History/Research (if it has not resulted in paper, publication or presentation)

Vertical Flight/Rotorcraft

Other Aerospace

Other

Papers/Publications/Presentations (can list any of these)

Vertical Flight/Rotorcraft

Other Aerospace

Other

Professional Societies/Association Memberships/Extra-Curricular Activities (if held an office or worked on a special project briefly describe what you did)

Vertical Flight/Rotorcraft

Other Aerospace

Other (include community service)

Awards/Grants/Fellowships/Scholarships

Skills (such as languages, computing, etc.)

NOTES:

- Provide any other information you would like the VFF Committee to consider.
- Template should be followed accurately.
- Should be submitted in PDF or Word format.