

Hawai'i AgDiscovery Application Checklist

For complete application information visit:

www.aphis.usda.gov/agdiscovery

☐ **Include all of the following student information on the first page of the application essay:**

- ✓ Full Name:
- ✓ Age:
- ✓ Home address:
- ✓ Telephone number:
- ✓ Email address:

☐ **Include the following Essay Title:**

"Why I Want to Attend the AgDiscovery Program at
The University of Hawai'i at Mānoa, and What I Want to Learn"

☐ **Include ALL of the following in the body of the essay:**

- ✓ Two typed pages, 500 word minimum and 1000 word maximum.
- ✓ Why I Want to Attend the AgDiscovery Program. (Describe your interest in agricultural sciences).
- ✓ What I Want to Learn.
- ✓ My Future Career Goals, and How I Plan to Achieve My Goals.
- ✓ My Hobbies and Interests (show relation to agricultural sciences).
- ✓ Agricultural or science-related courses completed or in progress.
- ✓ Extracurricular or volunteer activities related to agricultural, plant, animal, or biological science.

☐ **Essay tips:**

Use "action" words that show leadership, self-initiative, community service, motivation, planning for the future and career, interest in biology or agriculture, scholarship and academic experience. For example: *"I studied..."*; *"volunteered..."*; *"I served as a leader for..."*; *"I created..."*; *"I explored..."*; *"I received an award..."*

Be sure to proofread the essay and have another experienced writer proofread as well.

☐ **Letters of Recommendation:**

- ✓ Choose three people not related to you who know you well.
- ✓ One of the three recommendations must be from a teacher, school counselor, or school administrator.
- ✓ The letters should address the student's character, aptitude for learning, and ambition.
- ✓ At least one letter should describe personal knowledge of the student's interest in agriculture, plant, animal, or biological sciences.

☐ **Submit Application:**

The preferred method of submission is online at: www.aphis.usda.gov/agdiscovery. Follow all online instructions. **Complete your application well before the deadline: March 20, 2020.**

(Paper applications may be mailed directly. **Emailed, faxed, or hand-delivered application will not be considered.** A fillable PDF application can be downloaded at: www.aphis.usda.gov/agdiscovery. The three letters of recommendation must be sealed individually in an envelope and placed in a large envelope with the application form and essay. Mail to USDA-APHIS AgDiscovery Program; ATTN: Tammy Lowry; Office of Civil Rights, Diversity, and Inclusion; 4700 River Road, Unit 92, Suite 6C-04; Riverdale, MD 20737-1234).

☐ **Questions?:**

Please contact Kristin Matsumoto, (808) 956-2160, khalbert@hawaii.edu
Bethany Harrington, (808) 838-2786, bethany.j.harrington@usda.gov