



Buddhist Tzu Chi Foundation Tzu Chi USA Scholars 2020

Application Checklist for Continuing Undergraduate Students

❖ IF YOU APPLY ONLINE

- **STEP 1 : ONLINE APPLICATION PROCESS**
 - Complete Tzu Chi USA Scholarship application form for continuing undergraduate students (MUST be a former Tzu Chi scholarship recipient)
 - Upload a copy of financial documents
 - Upload an updated autobiography
- **STEP 2: MAIL or EMAIL SUPPORTING DOCUMENTS**
 - All official college transcript(s) to date
 - Written and signed proof of completion of 50 volunteering hours
 - If you send the documents in separate mails, please always include a cover page with applicant's name, email, and phone number
- **STEP 3: FOLLOW-UP**
 - Wait for home visit notification

❖ IF YOU APPLY BY MAIL

- **STEP 1 : APPLICATION PROCESS**
 - Tzu Chi USA Scholarship application form for continuing undergraduate students
 - A copy of financial documents
 - An updated autobiography
 - All official college transcript(s) to date
 - Written and signed proof of completion of 50 volunteering hours
 - If you send the documents in separate mails, please always include a cover page with applicant's name, email, and phone number
- **STEP 2: FOLLOW-UP**
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***** Please double check your regional office's address before mail in (see next page).**

Please mail your supporting documents to Tzu Chi USA regional office that has been assigned to you based on your school zip code, indicating **Attn: Tzu Chi USA Scholars Program**.

Here are the Tzu Chi USA regional offices:

Northwest Region

**N. CA, N. NV, OR, WA, ID, MT,
WY, AK**

2355 Oakland Rd, San Jose,
CA 95131

Tel: 408-457-6969

Fax: 408-943-8420

Email: NWscholars@tzuchi.us

National Headquarters

S. CA, S. NV, AZ, UT, NM, CO

1100 S. Valley Center Ave, San
Dimas, CA 91773

Tel: 909-447-7799

Fax: 909-447-7948

Email: HQscholars@tzuchi.us

Pacific Islands Region

HI, GU

1238 Wilhelmina Rise, Honolulu,
HI 96816

Tel: 808-737-8885

Fax: 808-737-8889

Email: Plscholars@tzuchi.us

Midwest Region

**OH, ND, SD, MN, WI, MI, NE,
IA, MO, IL, IN**

1430 Plainfield Rd, Darien, IL
60561

Tel: 630-963-6601

Fax: 630-960-9360

Email: MWscholars@tzuchi.us

Central Region

N. TX, KS, OK, AR, TN

534 W. Belt Line Rd,
Richardson, TX 75080

Tel: 972-680-8869

Fax: 972-680-7732

Email: CENscholars@tzuchi.us

Southern Region

S. TX, LA, FL, MS, AL, GA

6200 Corporate Dr, Houston,
TX 77036

Tel: 713-981-8966

Fax: 713-981-9008

Email: SOUsscholars@tzuchi.us

Northeast Region

NY, VT, NH, ME, MA, RI, CT

137-77 Northern Blvd, Flushing,
NY 11354

Tel: 718-888-0866

Fax: 718-460-2068

Email: NEScholars@tzuchi.us

Mid-Atlantic Region

KY, PA, WV, DE, NJ

150 Commerce Rd, Cedar
Grove, NJ 07009

Tel: 973-857-8666

Fax: 973-857-9555

Email: MAScholars@tzuchi.us

Greater Washington D.C. Region

DC, MD, NC, SC, VA

1516 Moorings Dr, Reston, VA
20190

Tel: 703-707-8606

Fax: 703-707-8607

Email: DCscholars@tzuchi.us