



**Chicago Engineers' Foundation**  
of the Union League Club of Chicago

---

## **Chicago Engineers' Foundation Incentive Awards Application Frequently Asked Questions**

### **My school has a weighted and unweighted GPA. Which one should I use on my application?**

Enter your cumulative, unweighted GPA on your application. Your cumulative GPA should match the GPA listed on the transcript you attached to your application. You may also include your weighted GPA in the box provided, but a weighted GPA is optional.

### **Do I need to upload an official transcript to my application?**

Transcripts do not have to be official. They must include a student's name, address, and clearly show your school's name, the classes you have taken, your grades, and your cumulative GPA.

### **How do I upload my proof of university acceptance?**

You may scan and upload a PDF, jpeg, or png version of your letter of acceptance to your application. Your letter of acceptance should be on the university's letterhead and include your name, address, and acceptance to an engineering program at the university.

### **How do I know if my university is accredited?**

To check if your university engineering program is ABET Accredited visit:

<http://main.abet.org/aps/Accreditedprogramsearch.aspx>.

### **I took the SAT more than once, which document should I upload as proof of my scores?**

Upload the document that matches the scores you are reporting in your application. If you are reporting scores from more than one exam, you may consider cutting and pasting the scoring documents into one PDF or image that you upload to your application.

### **Do I have to complete an essay?**

A short essay section is included in this application. Applicants are asked why they want to be an engineer and about their career interests. The essay has no right or wrong answers. Essay statements are reviewed for content, grammar, punctuation, and basic structure.

### **Do I have to complete the demographic questions and will they factor into my application review?**

The demographic questions are optional. Reviewers do not see any demographic information when evaluating an application. Demographic information is confidential and solely used by the Chicago Engineers' Foundation for statistical data collection.

*The mission of the Chicago Engineers' Foundation is to encourage and empower young people to become the next generation of engineers through scholarship opportunities, outreach to educational institutions, and promoting interest in engineering careers.*



**Chicago Engineers' Foundation**  
of the Union League Club of Chicago

---