



**ROTARY CLUB
OF MIAMI**

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TBM APPLICATION FINAL INSTRUCTIONS 2024

Because of increasing demand on a limited amount of scholarship funds, we ask that you go over the following items, **better yet, ask someone else to review your application package to avoid what could become “fatal flaws” and cause your application to be rejected.** Whether you have already received a TBM award or are just now applying, details are important! You have chosen to pursue a career where mistakes can be deadly! While this will be the third year we have issued these “Final Instructions”, this year we mean it!

1. **The postmark deadline is clear. You have 3 months to do this. Do not wait until the last minute.**
2. Many applications arrive successfully in our P.O. Box with only minimal postage. Others seem to arrive from other nearby cities with expensive “overnight express” postage. If you have \$25+ to spend on what should be no more than \$10, maybe you do not need to apply. Also, there are options for sending that also provide tracking. **HOWEVER, please avoid any means that will require a signature on our end.** We are not standing in line to pick up your application. Make this clear to the USPS clerk who accepts your application envelope. Office Depot is not part of the postal system, and their “postmark” does not count.
3. On the subject of envelopes, please use at least a **9 1/2 x 12 envelope** so that contents can be easily removed and replaced during the initial application receipt acknowledgement & review process.
4. The “Instruction Sheet” page has an important **checklist** on the bottom half of the page. **USE IT!** Also **include a copy atop your package with the appropriate boxes checked.** Please read it carefully!
5. On the Page 2 of the Application, please note the box regarding the address of your Financial Aid office for **OUT OF MIAMI-DADE COUNTY** schools. We have had too many Fedex Letters go astray requiring extra work.
6. On the Narrative, if this is a repeat application, please refresh your previous entry and add what has transpired with you since the last application. We use the narratives to select “talking points” for your interviews.
7. Barring another COVID, all first-time applicants must agree to an in-person interview on a Saturday in March. We go to great efforts to line up interview panels and create an interesting interview environment where you can meet some of the other applicants. We schedule the interviews around “spring break” when most out of state students are coming home to visit, and we will give you first choice of a date. If you can’t travel or interview, we are sorry!
8. We put a small picture in the front of your file. We do not want large “portraits”. If you want to “update” your photo from a previous year, please feel free.
9. Most often, a copy or picture of your High School diploma is sufficient. Some others send in a transcript from their school. This is to fulfill the requirement that applicants graduate from a local school.
10. We accept copies of your college transcripts. If a med school is accepting you, that is good enough.
11. The MCAT score is to give us another measure of you. If your school does not require it, just say so.
12. If you are already in medical school, please have them send us copies of your grades.
13. Publications are also encouraged. They remain in your file, so we do not need the same papers again, only new ones!
14. As to the W-9, our financial Trustee requires one each year from every awardee. It is easily filled out with your name and SS#. Your **complete** SS# also is required on the application. Our system uses your social as your unique identifier. We take great efforts to protect all of your confidential information. While the W-9 download has multiple pages of instructions included, **we only want the 1 page. Please sign the form.**
15. As to the actual application, it is a fillable pdf on our website. **USE IT!** Also check all of the boxes either online or physically after you print out the filled application. Most people have parents in Miami and choose their home as a “permanent” address. We only need a school address if that is where you are living year round. We do not want to mail award letters to an apartment you left when school ended. **ALSO, scan & keep a copy of your application package on your phone.**
16. **If you are an “Undecided Rising Freshman”, we need your final choice of school by 6/1/2025.**
17. On Page 2 of the application, we are not being nosy. While our “program” has some needs-based algorithms built in, we actually appreciate seeing that someone has worked and saved for this big step. We also do not count some parental help against your getting our award. One year, someone wrote “I choose not to disclose”. This year, that will get you “Thanks, goodbye and good luck!” If you are fortunate to get a full tuition scholarship, please do not apply!

The TBM Scholarship Committee wishes you all the best!