



**INSTRUCTIONS FOR NOMINATING AND INFORMING THE MOREHEAD-CAIN FOUNDATION OF YOUR SCHOOL NOMINEES (by September 28)**

1. Please convene a school nominating committee of counselors, administrators, and/or faculty members to identify up to three Morehead-Cain nominees. Outside of school nominations, any student from Canada who will graduate in the spring of 2019 is eligible to apply directly or self-nominate for the Morehead-Cain Scholarship. For additional resources and a brief video about nominating successfully, visit <http://www.moreheadcain.org/apply/information-guidance-counselors>.
2. Review the Morehead-Cain selection criteria included on the attached card. Remember that your nominations should be made without regard to students' stated interest in attending the University of North Carolina at Chapel Hill.
3. Morehead-Cain candidates may not apply under a binding Early Decision plan to another university.
4. Plan to submit [our simple online nomination form](#) (providing only nominees' names and contact information) **by September 28, 2018**. After you have selected your nominees, notify the students and provide each of them with a copy of the attached small square card. Let them know that the online application for the Morehead-Cain is now available.
5. Remember that to be considered for the Morehead-Cain, students must complete and submit applications by **Wednesday, October 31, 2018**. School reports and letters of recommendation are also due by this date. Please encourage your nominees to complete and submit the "School Information" and "Recommendation" sections right away so that the school and the recommender will have time to complete their portions of the application. The students can then take their time in completing the rest of the application by October 31.

Note that both the school report form and recommendation emails will be sent from [selections@moreheadcain.org](mailto:selections@moreheadcain.org) and will indicate "Morehead-Cain" as the sender. Your nominee may input the same person as his or her counselor and recommender. If you use a spam-blocking tool, please add this email address to your list of known or safe addresses.

We appreciate your help in submitting these materials by Wednesday, October 31, 2018.

(Continued on reverse)



## ONLINE APPLICATION INSTRUCTIONS

### For Counsellors and Recommenders

**School report form:** to be completed by the counsellor\* indicated by the nominee in the application

- Each nominee will be instructed to input the name and email address of his or her counsellor as part of the application. Once the student does this\*\*, an email will be sent to the counsellor with instructions for completing an online school report form for that nominee.
- A portion of the school report form will provide instructions for uploading the nominee's transcript. Please note that we accept unofficial transcripts, so there is no need to send an official transcript at this time.

**Recommendation:** to be uploaded by the school official\* indicated by the nominee in the application

- Each nominee will be instructed to input the name and email address of his or her recommender as part of the application. Once the student completes this portion of the application\*\*, an email will be sent to the recommender with instructions for uploading a letter of recommendation in the form of a Word or PDF document.

Please note that both the school report form and recommendation emails will be sent from [selections@moreheadcain.org](mailto:selections@moreheadcain.org) and will indicate "Morehead-Cain" as the sender. If you use a spam-blocking tool, please add this email address to your list of known or safe addresses.

We appreciate your help in submitting these materials by **Wednesday, October 31, 2018**.

---

\*Your nominee may input the same person their counsellor and recommender.

\*\*Please encourage your nominee to complete and submit the "School Information" and "Recommendation" sections first. He or she will not have to complete or submit the rest of the application at this time.