



**Office of International
Students and Scholars**

INTERNATIONAL ENGAGEMENT AND SERVICE SCHOLARSHIP

Guidelines & Procedures Manual

Office of International Students and Scholars (OISS)

University of New Hampshire

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Table of contents

1.Preface	[Page 3]
2.Mission Statement	[Page 3]
3. Scholarship Overview	[Page 3]
4.Eligibility Criteria	[Page 4]
5.Application Process	[Page 4]
6.Selection Criteria	[Page 4]
7.Scholar Expectations & Community Engagement	[Page 5]
8.Scholarship Terms & Renewal	[Page 6]
9.Academic Standards & Probation Policy	[Page 6]
10.Petition & Appeal Process	[Page 6]
11.Post-Award Procedures	[Page 6]
12.Contact Information	[Page 6]

1. Preface

This manual sets forth the guidelines and procedures for the International Engagement and Service Scholarship (IESS) administered by the Office of International Students and Scholars (OISS) at the University of New Hampshire (UNH). It is intended to provide prospective applicants, current scholars, and program administrators with a clear reference for the scholarship's purpose, eligibility standards, application procedures, participation expectations, renewal requirements, and related administrative processes.

2. Mission Statement

The International Engagement and Service Scholarship (IESS) supports high-achieving international undergraduate students with financial need. In exchange for partial tuition support, IESS scholars serve as global ambassadors who enrich the UNH campus and broader community through meaningful cultural service, cross-cultural storytelling, and active engagement. The program advances a more inclusive and globally aware campus by elevating diverse perspectives.

3. Scholarship Overview

Type of Award: Partial tuition scholarship for international undergraduate students.

Duration: Renewable for up to eight (8) semesters for undergraduate study.

Visa Requirement: Recipients must hold and maintain a valid F-1 or J-1 visa.

Use of Funds: Award funds are applied to tuition support and are distributed in two equal installments: 50% in the fall semester and 50% in the spring semester, directly to the student's UNH account.

4. Eligibility Criteria

To be eligible to apply for IESS, applicants must meet all of the following requirements at the time of application and throughout participation in the program, unless otherwise approved through the petition process:

Enrollment: Must be a full-time, degree-seeking undergraduate student at the University of New Hampshire.

Visa: Must hold a valid F-1 or J-1 visa.

Academic Standing: Must maintain a cumulative GPA of 3.0 or higher.

Financial Need: Must demonstrate financial need.

5. Application Process

Students who may be eligible are invited to apply during the early spring semester. The application process is coordinated by OISS and includes the following steps:

Invitation: Students who may be eligible are invited to apply in the early spring semester.

Submission: Applicants must complete the online application and provide detailed financial information, an academic statement, and a cultural presentation proposal.

Interview: Shortlisted candidates participate in a virtual interview.

Award Distribution: Scholarship funds are distributed 50% in the fall and 50% in the spring and are applied directly to the student's UNH account.

6. Selection Criteria

Applications are reviewed holistically. In making awards, the selection committee considers the following:

- **Academic Promise Fit:** Strength of the academic record and demonstrated commitment to academic success.

- **Financial Fit:** Documented financial need.
- **Programmatic Fit:** Capacity for cross-cultural engagement and storytelling, ability to reflect on one's cultural journey, and commitment to breaking stereotypes.

7. Expectations & Community Engagement

In addition to maintaining academic and financial eligibility, IESS scholars are expected to participate actively in the life of the program and to represent the scholarship with professionalism.

- Participate in monthly IESS team meetings.
- Serve as global ambassadors by completing up to 80 hours of assigned cultural service during the fall and spring semesters, scheduled around academic and campus employment commitments.
- Support IESS, campus, and community partners through presentations, panels, meetings, content creation, and other related activities as assigned.
- Collaborate and communicate closely with OISS and other campus offices as needed.
- Participate in the IESS mentoring program.
- Post-program expectations: Scholars agree to be contacted after graduation for alumni mentoring and related engagement opportunities.

8. Scholarship Terms & Renewal

The scholarship is reviewed annually and is renewed automatically only when all program requirements continue to be met. Continued funding is contingent upon:

- Maintenance of a cumulative 3.0 GPA.
- Active participation in cultural service activities, up to 80 hours per academic year.
- Continued financial need.
- Compliance with UNH conduct standards.

9. Academic Standards & Probation Policy

- **Probation:** If a scholar does not maintain the IESS academic expectations, including a cumulative GPA of 3.0 and good academic conduct, the scholar may be placed on IESS probation. During probation, the student is expected to work with OISS and relevant campus support resources to develop and carry out an academic success plan.
- **Discontinuation:** If a scholar remains unable to meet IESS academic expectations after probation or otherwise fails to satisfy core program requirements, the student may be removed from the program.
- **Appeal:** A scholar may submit a petition for reinstatement or exception in accordance with Section 10 of this manual.

10. Petition & Appeal Process

Students may submit a written petition to the Director of the IESS program for any of the following:

- Reinstatement after removal.
- Temporary exceptions due to documented medical issues, family emergencies, or similarly significant circumstances.
- Adjustment in scholarship award based on a substantial change in financial need.

All petitions must include relevant supporting documentation and a clear explanation of the request.

11. Post-Award Procedures

Award Confirmation: Recipients must accept the scholarship offer in writing by the stated deadline. **Enrollment Requirement:** Recipients must be registered for and attending classes at UNH for the award to be applied.

Waitlist: If a selected recipient declines the scholarship, waitlisted candidates may be contacted if funding becomes available.

12. Contact Information

For questions regarding the scholarship, application process, or program expectations, please contact: Office of International Students and Scholars (OISS)

Email: oisss@unh.edu

Website: <https://www.unh.edu/global/international-students-scholars/iess/about-iess>

Disclaimer: This manual may be updated periodically. Students and applicants should consult the official IESS webpage for the most current information.