

# CARLOS AND MALU ALVAREZ SPECIAL OPPORTUNITIES FUND APPLICATION FORM

**Deadlines: February 15  
October 1**

## **Instructions:**

The Carlos and Malu Alvarez Special Opportunities Fund is designed to allow undergraduate students to engage in special educational experiences to which they would not normally have access. Examples of such experiences include traveling to a professional conference to present a paper, attending a workshop for specialized training, or participating in an unpaid internship experience (e.g., the UT-System Archer Fellows Program).

[Note: The Carlos and Malu Alvarez Special Opportunities Fund does not fund international travel. Students interested in funding for international travel should contact the Office of International Programs. The Carlos and Malu Alvarez Special Opportunities Fund also does not support participation in programs designed to prepare students for post-graduate work, including MCAT/LSAT/GRE preparation programs and other similar experiences, and does not fund unpaid internship programs located in the San Antonio area.]

Awards are capped at \$750 per student.

## **Eligibility Requirements:**

- (1) The student must be registered at UTSA as an undergraduate student both at the time of application and in the term in which he or she will participate in the special opportunity.
- (2) At the time of application, the student must have completed at least 12 hours at UTSA.
- (3) The applicant must have a minimum UTSA GPA of 2.5.

## **Application Procedures: (Applications that fail to follow any of these instructions will not be considered.)**

To apply for funding through the Carlos and Malu Alvarez Special Opportunities Fund, students must submit:

- (1) The Carlos and Malu Alvarez Special Opportunities Fund application form, including
- (2) A detailed budget of expenses associated with the special opportunity  
[NOTE: The budget must specify how the student will fund any costs above \$750.]
- (3) A copy of the abstract submitted to a professional conference (if applicable)
- (4) A typed, double-spaced essay of at least 250 words, which explains how this experience will enhance the student's educational experience
- (5) A letter of recommendation from a UTSA faculty member.  
[NOTE: The letter must come from a faculty member and not a UTSA staff person. Please advise faculty members writing these letters that they must be individualized. Form letters for multiple students applying for the same special opportunity will not be considered. The letter should describe the student's academic qualifications and the potential impact of the experience on the student.]

Submit applications in person, by e-mail, or by regular mail to:

The UTSA Honors College, JPL 4.02.10  
The University of Texas at San Antonio  
One UTSA Circle  
San Antonio, TX 78249  
[honors@utsa.edu](mailto:honors@utsa.edu)

For more information, contact Dr. Ann Eisenberg, Associate Dean of the Honors College, at [Ann.Eisenberg@utsa.edu](mailto:Ann.Eisenberg@utsa.edu).



**CARLOS AND MALU ALVAREZ SPECIAL OPPORTUNITIES FUND  
APPLICATION FORM (continued)**

**Budgetary Information:**

Please list the expenses associated with this opportunity. Be sure to explain each expense. Allowable expenses include airfare, ground travel, hotel accommodations (including hotel taxes), per diem, living expenses, conference fees, etc. You may attach additional sheets if necessary.

What other sources of funding are available to you to support this experience? If your special opportunity will cost more than the maximum amount of the grant (i.e. \$750), you **MUST** indicate below how you plan to fund the remainder of the costs. You may attach additional sheets if necessary.

**Reminder:** A typed, double-spaced essay of at least 250 words, which explains how this experience will enhance the student's educational experience and an individualized letter of recommendation from a UTSA faculty member (not a UTSA staff person) must accompany this application. Form letters of recommendations will not be considered. The letter should describe the student's academic qualifications and the potential impact of the experience on the student.