

Harter Secrest & Emery LLP

ATTORNEYS AND COUNSELORS

DIVERSITY SCHOLARSHIP

At Harter Secrest & Emery LLP, we are committed to the ongoing development of a diverse work force. We believe that by continuously broadening the diversity of our attorneys that we provide better service to our clients and create a richer work environment. As part of this commitment to diversity, and in an effort to provide students with support in pursuing a law degree, we have established the Harter Secrest & Emery LLP Diversity Scholarship.

WHAT IS THE HARTER SECREST & EMERY LLP DIVERSITY SCHOLARSHIP?

The Harter Secrest & Emery LLP Diversity Scholarship was established in 2005. The firm awards **one** 1L law student with (1) a **\$7,500** scholarship to be applied to the student's second year tuition and (2) a paid 10-week summer associate position in the firm's Rochester office between the student's first and second year of law school.*

WHO IS ELIGIBLE FOR THE DIVERSITY SCHOLARSHIP?

To be eligible for the Diversity Scholarship, the applicant must be a full-time currently enrolled 1L law student who is in good standing at an accredited law school. First-year students who are members of populations historically underrepresented in the legal profession are encouraged to apply.

WHAT ARE THE SELECTION CRITERIA?

In addition to the eligibility requirements set forth above, the recipient will be selected on the basis of the following criteria: (1) the individual must possess an academic record, interest and capacity that evidence great promise for a successful career during the remainder of law school and in the legal profession; and (2) the individual must contribute to the diversity of the student body at his or her law school. Although a disclosure of financial circumstances is not required, a demonstrated need for financial assistance may be taken into consideration. The Diversity Scholarship recipient will be chosen based upon the Firm's review of all scholarship applications and interviews conducted with scholarship finalists.

HOW DO I APPLY?

In order to apply for the Diversity Scholarship, complete all portions of the online application and submit all required materials to:

Cristy Gordon, Legal Recruiter
 Harter Secrest & Emery LLP
 1600 Bausch & Lomb Place
 Rochester, New York 14604
 Phone: 585-231-1414
cgordon@hselaw.com

The online application can be found by clicking [here](#).

** Diversity Scholarship recipients who are interested in returning to work at Harter Secrest & Emery LLP for a second summer will be asked to reapply to the firm after the conclusion of the student's 1L summer.*



ROCHESTER
 1600 Bausch & Lomb Place
 Rochester, NY 14604-2711
 585.232.6500

BUFFALO
 50 Fountain Plaza, Suite 1000
 Buffalo, NY 14202-2293
 716.853.1616

ALBANY
 111 Washington Ave., Suite 303
 Albany, NY 12210-2209
 518.434.4377

WHEN IS THE APPLICATION DUE?

The Diversity Scholarship application must be received by Harter Secrest & Emery LLP **on or before Monday, January 7, 2019.**

WHAT IS THE PROCESS BY WHICH THE DIVERSITY SCHOLARSHIP RECIPIENT WILL BE SELECTED?

The Hiring Committee at Harter Secrest & Emery LLP will review all applications that are complete and received in a timely fashion. The top applicants will be considered finalists and will be invited to Harter Secrest & Emery LLP for an interview with the firm's Hiring Committee on Friday, January 18, 2019. After conducting the interviews, the Hiring Committee will select the Diversity Scholarship winner. Once the winner has been notified of his or her selection as a recipient of the Diversity Scholarship, he or she must accept or decline the Diversity Scholarship within two weeks of notification.

WHEN WILL THE DIVERSITY SCHOLARSHIP WINNER BE SELECTED?

The Diversity Scholarship winner will be selected by February 1, 2019.

FAQS

For frequently asked questions, please see the attached Schedule A. ■

SCHEDULE A

HSE DIVERSITY SCHOLARSHIP FAQs

REFERENCE LETTERS

- Q.** Can reference letters be emailed directly by the professor or employer, or should they be sent via regular mail?
- A.** Reference letters can be sent via regular mail or emailed. However, if the reference letter will be sent via email, it must be sent directly from the employer or professor, not from the student.
- Q.** Is it required that one reference letter come from an employer and one from a professor?
- A.** Yes, in order to apply for the scholarship, we require one letter from an employer and one from a law school professor.

WRITING SAMPLE

- Q.** How long should my writing sample be?
- A.** Although there is no required minimum or maximum number of pages for the writing sample, we recommend a sample that is 5-7 pages in length.

TRANSCRIPT

- Q.** What if my official law school transcript is not available before the submission deadline?
- A.** If your official transcript is not available before the submission deadline, please submit an unofficial copy of your fall semester grades and forward the official transcript when it becomes available.
- Q.** What constitutes an “official” copy of a transcript?
- A.** An official copy of a transcript is the actual transcript that the school sends to you or to our office. We require the original transcript, so if you scan the transcript and send it by email, you must also send the original transcript to us by regular mail.

WHO CAN APPLY

- Q.** I’d like to apply for the diversity scholarship, but I’m not sure whether I am considered a “diverse” candidate.
- A.** We ask that each scholarship applicant identify in the application how he/she will add to the diversity of our Firm. We do not place any restrictions on what constitutes diversity; it is open to the applicant’s interpretation. However, students who are members of populations who are historically underrepresented in the legal profession are encouraged to apply.
- Q.** Is a student able to receive the scholarship money even if he or she is unable to participate in the Summer Program at HSE?
- A.** No. In order for a student to receive the scholarship award, the student must participate in the HSE Summer Program.

JOINT J.D./MASTER DEGREE STUDENTS

- Q.** I am a joint JD/MBA student and would like to apply for the diversity scholarship. Am I eligible?
- A.** Yes, you are eligible for the diversity scholarship, but only if (i) you are currently in your first year of law school or (ii) you have completed only the first year of the law school component of your joint degree.

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Harter Secret & Emery LLP

ATTORNEYS AND COUNSELORS

Diversity Scholarship

2019 Application

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Harter Secret & Emery LLP
1600 Bausch & Lomb Place
Rochester, NY 14604

cgordon@hselaw.com
Phone: 585-231-1414
Fax: 585-232-2152

**APPLICATION IS DUE NO LATER THAN
5:00 P.M. ON Monday, JANUARY 7, 2019**

Harter Secret & Emery LLP
2019 Diversity Scholarship Program



Harter Secret & Emery LLP

ATTORNEYS AND COUNSELORS

WWW.HSELAW.COM

Diversity Scholarship 2019 Application

PART A: General Information

1. Name: Last First Middle Initial

2. Mailing Address: Number Street City or Post Office State Zip Code

Permanent Address:

Number Street City or Post Office State Zip Code

E-Mail Address:

3. Telephone Number: Home: (Area Code) Phone Day: (Area Code) Phone

Permanent Telephone No.: Home: (Area Code) Phone

4. Are you authorized to work in the United States? Yes No

5. Will you at any time require sponsorship from Harter Secret & Emery LLP to continue to work in the United States? Yes No

6. Which HSE office location would you prefer? Rochester Buffalo Either

PART B: Education

Table with 2 columns: Bachelor's Degree, Other Advanced Degree. Rows include College/University, Date of Degree, Concentration/Major, Type of Degree.

**Diversity Scholarship
2019 Application**

PART C: Work Experience (Include legal and non-legal)

1. _____
Employer (Current/Most Recent) From To

Address Phone

Position/Title Name of Supervisor/Title

Duties

2. _____
Employer (Current/Most Recent) From To

Address Phone

Position/Title Name of Supervisor/Title

Duties

3. _____
Employer (Current/Most Recent) From To

Address Phone

Position/Title Name of Supervisor/Title

Duties

PART D: Honors/Awards

Please list any honors and awards for civic, academic, government or private sector work.

**Diversity Scholarship
2019 Application**

PART E: Personal Essay

Please address the question below and limit your essay to 750 words.

How has your diverse status influenced your decision to become a lawyer and how will it influence you throughout your professional career?

PART F: Please submit the following materials as part of this application:

- Current resume
- Official undergraduate transcript
- Official copy of grades from the first semester of law school
- Writing sample
- Personal essay (Part E)
- Two reference letters (one law school professor and one professional reference)

PART G: Terms and Conditions

- All required forms and supporting material must reach Harter Secrest & Emery LLP by the due date and time set forth on the cover page of this application. Applications will be rejected if not submitted in a timely manner.
- The summer associate program will last for a 10-week period as determined by Harter Secrest & Emery LLP, and the scholarship recipient will participate in the summer program in its entirety.
- The \$7500 scholarship will be paid directly to the recipient's law school and will be applied to tuition for the scholarship recipient's second year of law school.
- Harter Secrest & Emery LLP has the right to terminate the scholarship at any time if the scholarship recipient is no longer eligible to remain at his or her law school or has misrepresented information in this application or any of the supporting materials.

The information provided by me in this application is complete, true and accurate. I understand that any misrepresentation or omission may be cause for disqualification or result in expulsion from the Diversity Scholarship program.

Signature of Applicant

Date

Diversity Scholarship 2019 Application

HSE Diversity Scholarship: FAQs

Reference Letters

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**Diversity Scholarship
2019 Application**

Q. Is a student able to receive the scholarship money even if he or she is unable to participate in the Summer Program at HSE?

A. No. In order for a student to receive the scholarship award, the student must participate in the HSE Summer Program.

Sending Your Application

Q. Can I email you the materials for my application or should I deliver them hard copy via regular mail?

A. In order to meet the application deadline, you may submit your application by email to Cristy Gordon. However, if you choose to email the application, you must also send us a hard copy of the application materials via regular mail, as we'll need official transcripts from your law school and undergraduate school.

Joint J.D./Master Degree Students

Q. I am a joint JD/MBA student and would like to apply for the diversity scholarship. Am I eligible?

A. Yes, you are eligible for the diversity scholarship, but only if (i) you are currently in your first year of law school or (ii) you have completed only the first year of the law school component of your joint degree.