

Scholarship aid

January 15, 1941

Dear Dean Ferrell: As you know, Mr. Reynolds will be in to see you and Mr. Davis early next week, and at that time he will be glad to talk with you about the scholarship aid program, and to see any candidates whom you would like to have him meet.

I am sending you under separate cover seven sets of blanks, five for your candidates, two to cover any spoilage that may occur. We are asking each candidate to fill out five separate blanks and to attach to each one a transcript of his college record, a photograph, and an essay. The blanks which I am sending are clipped together in sets of six; one of them is marked "to be retained by applicant", and the other five are to be returned to you for transmitting to this office.

We have tried to make it clear that the letters of reference are to be sent by the faculty members to you. The names of those who will write the letters should be listed on the blank under "references".

It was nice to see you when you were in Chicago, and I hope you will stop in again.

Very truly yours,
MARGARET L. UTLEY

Dean Harrison H. Ferrell
West Virginia State College
Institute, West Virginia

