



INSTITUTE OF INTERNATIONAL EDUCATION  
500 UNITED NATIONS PLAZA, NEW YORK, N.Y. 10017

OFFICE DIRECT DIAL NUMBER IS (212) 850-8169

MEMORANDUM

TO: National Screening Committee Members  
FROM: Theresa Granza, Manager, Study Abroad Programs  
SUBJECT: 1984-85 Competition for Awards for Graduate Study Abroad

We are looking forward to your participation in the National Screening Committee meeting to review applications. The names of your colleagues are noted on the attached sheet.

The meeting is scheduled for November 22, 1983  
from 9:30 a.m. to 5:00 p.m. at above address.

We hope you will remain with us for luncheon.

The staff member responsible for administering the competition for which you have agreed to serve is Walter Jackson.

I am pleased to enclose our "Guide for Screening Committees" which describes the screening procedures. The Guide also outlines the responsibilities of Committee members and the overall selection criteria which apply to IIE's scholarship programs. Also enclosed is a country profile describing the specific requirements of the country (ies) for which you are receiving applications. We ask that you read these carefully before you proceed to screen any applications.

The presentation list contains the names of students in alphabetical order. You may wish to record your notes on this list in order to facilitate procedures at the meeting. We remind you to please not make any marks or notations on the application forms, since these will be reused.

Attachments: Committee List  
Guide for Screening Committees  
Country Profile (s)  
Presentation List (s) - *not included*