

Helena Rubinstein Career Success Scholarship

Eligibility and Application Requirements

General Information

Anyone may apply, but New York City residents take priority.

Eligibility Criteria

To be eligible, the applicant MUST:

- Not be enrolled in a degree program at CUNY;
- Have no associate's, bachelor's or advanced degree, or else, if they do, have graduated five years prior to the application deadline (no exceptions);
- Demonstrate a financial need;
- Be unemployed and looking to gain skills that will make them employable; or be seeking to advance their career through education; or be seeking to change their careers

Proof of Income (Required for All Applicants)

All students must submit documentation to show proof of income. Failure to provide any proof of income will result in denial of your application.

Accepted Forms of Documentation

For all documentation, please redact (black out) Social Security numbers. Failure to redact Social Security numbers will result in denial of your application.

Required:

- IRS 1040 Form 2024 IRS tax return, pages one and two (shows the annual income of a household and all dependents), or proof of government assistance (students that receive public benefits and do not work are required to submit proof that they are receiving benefits).
- For students who both work and receive benefits, it is required that you submit both your most recent tax return and show proof of your benefits. Failure to do so will result in denial of your application.

Acceptable Documents to Prove Government Assistance Include (but are not limited to):

- Workers Compensation;
- Short- and Long-term Disability;
- Paid Family Leave;
- Supplemental Security Income (SSI);
- Social Security Disability Insurance (SSD or SSDI);
- Cash Assistance Benefits Letter;

- Paystubs, accompanied by a notarized letter (only for undocumented and international students);
- Proof of income of the person(s) that financially support you (if applicable);
- Proof of unemployment – a student who is unemployed and collecting unemployment must show proof;
- Social Security benefits – a person receiving social security, either for themselves or for their dependents, must submit a social security benefits letter. This letter should have the amount that you are receiving a month.

For proof of assistance, the dates of eligibility for benefits and/or services must be stated. A copy of a benefit card alone is not accepted.

For Undocumented and International Students Only

If you are working in the US and do not have a tax return, you may submit a paystub for every job you currently have, along with a notarized letter stating the following:

- The number of jobs you are currently working (this number should match the number of pay stubs you are submitting);
- The hourly rate for those jobs;
- The number of hours worked; and,
- A statement that you have no other jobs other than the ones you listed

When Completing Your Application

Be sure to list the courses included in your certificate program, as requested in the prompt on page six. Most certificate programs include multiple courses; however, if you are applying for the Certificate in Medical Interpreting, please indicate that it consists of only one course.

Essay Section

Finally, note that there is an essay section on the application. The essay will ask you both for the reason why you would like to study, and the reason why you need financial assistance. Financial need is demonstrated when a student highlights current issues in their life that are preventing them from returning to school and funding their education, and this should be consistent with the proof of income submitted as part of their application.

Please save your essay on your own personal computer before submitting your application, in case there is ever a need to revisit it. If you would like the scholarship liaison at Hunter College to review your essay prior to submission, please feel free to submit it for his review (Brad Rappaport, at brad.rappaport@hunter.cuny.edu). Please submit it at least one week prior to the application due date, or a review of your essay will not be possible.

Thank you, and good luck!