



BUFFALO STATE

The State University of New York

UNDERGRADUATE AND GRADUATE PRESIDENT'S MEDAL FOR OUTSTANDING STUDENT & SUNY CHANCELLOR'S AWARD FOR STUDENT EXCELLENCE

INSTRUCTIONS FOR SUBMITTING A NOMINATION PORTFOLIO

GENERAL INSTRUCTIONS:

1. Portfolio:

- To submit your portfolio, please click [here](#). Portfolio materials are to be in a single PDF and submitted online. You may use a title page for each “Tab” to organize your portfolio as described below. Please name your file as follows—**Last name, First name Middle Initial(if applicable)**.

SPECIFIC PORTFOLIO INSTRUCTIONS: All nomination materials must be ordered as follows:

Tab A: **Student Information Form.** The Student Information Form may be found at <https://studentaffairs.buffalostate.edu/student-awards>. Please complete and submit this form per the instructions and include a copy in Tab A of your portfolio.

Tab B: **Letter of Nomination***. One nomination letter must be submitted to you by a SUNY Buffalo State faculty or staff member on the appropriate college letterhead. The faculty or staff member should state explicitly that they are nominating you for the President’s Medal, the Chancellor’s Award, or both. This letter should be placed in Tab B of your portfolio.

Tab C: **Letter of support from SUNY Buffalo State faculty or staff***. One (1) letter of support from a faculty or staff member must be submitted to you on the appropriate college letterhead. The faculty or staff member should state explicitly that they are recommending or supporting your nomination for the President’s Medal, the Chancellor’s Award, or both. These letters should be placed in Tab C of your portfolio.

Please note, between your nominator letter and one additional Buffalo State letter, at least one must be from a faculty member.

Tab D: **Letters of support from individuals outside of Buffalo State.** Two letters of support from individuals outside of Buffalo State should be submitted to you and state explicitly that you are being supported for the President’s Medal, the Chancellor’s Award, or both based on the merits of your observed service/work to/for that specific agency or organization. These letters should be placed in Tab D of your portfolio.

Tab E: **Personal Statement.** Cite your reasons for applying and your qualifications. A maximum of 600 words is allowed. The personal statement should also detail the impact the specific medal/award (or each) will have on your future. Include in Tab E of your portfolio.

Tab F: **Resume or curriculum vitae.** Include your resume or curriculum vitae in Tab F of your portfolio.

Tab G: **Merit based scholarships and awards received.** You may include scholarships and awards received at any time and by any organization. Weight will be given for awards and scholarships received while a student at Buffalo State. This information should be included in Tab G of your portfolio.

Tab H: **Certifications and Recognitions.** You may include certifications (such as Red Cross Lifeguard, EDGE trained, Certified Group Facilitator, Notary Public, etc.) or earned recognitions (such as RA of the Month, Orientation Leader of the Year, Girl Scout Gold Award, Eagle Scout Rank, Student Musician of the Year, Student Employee of the Year, etc.) achieved at any point in life. Include relevant dates, and keep in mind that your certifications and recognitions while a student at Buffalo State weigh most heavily in committee consideration and meeting award criteria. Include copies of any relevant letters or documents in Tab H of your portfolio.

Please upload your portfolio and the three required documents in Word format (Information Form, Personal Statement and Resume) [here](#). In order to submit your application and portfolio, you must utilize your Buffalo State student email address. Submissions are due no later than 4:00 pm on Monday, December 15, 2025. Submissions received after the deadline will not be considered for the awards. For any questions, please contact Stacy Erokwu at erokwusc@buffalostate.edu or call 716-878-4704.