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**BUFFALO STATE UNIVERSITY**

**UNDERGRADUATE AND GRADUATE**

**PRESIDENT'S MEDAL FOR OUTSTANDING STUDENT &**

**SUNY CHANCELLOR'S AWARD FOR STUDENT EXCELLENCE**

**Note: If you have any difficulty reading for accessing the content of this form, please contact the Student Affairs Office,** [**erokwusc@buffalostate.edu**](mailto:erokwusc@buffalostate.edu)

IMPORTANT INFORMATION

**The *Student Information Form* follows on the next page.**

**Please save a copy of this file in Word format to your computer before completing the form.**

**Do not edit the font type or size on this form.**

You are **urged to read all criteria** and instructions **before you start completing** the *Student Information Form* to ensure you completely understand the requirements and what is being asked of you in compiling your portfolio. If you are uncertain of any information contained in this document or what you are being asked to deliver, you are encouraged to call (716) 878-4704 and someone will assist you.

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| Nominator Letter and Letters of Support\*  You will include a total of four letters of support. All letters should be from individuals who know you best and can provide substantial supporting comments relative to the awards criteria. Be sure to share the awards criteria with them. Also, direct your nominator to the website, <https://studentaffairs.buffalostate.edu/presidents-medal-outstanding-student-suny-chancellors-award-student-excellence>, to follow the instructions specifically for nominators.   * Buffalo State representatives: * One nominator letter, which can be either a faculty or a staff member at Buffalo State. Include in Tab B of your portfolio. * One additional letter of support from either a faculty or a staff member at Buffalo State. Include in Tab C of your portfolio. * Between your nominator letter and one additional Buffalo State letter, at least one must be from a faculty member. * Two letters of support from individuals outside of Buffalo State. Include in Tab D of your portfolio.   \*Note: Nominator letters and letters of support should be the original, signed letters you include in your portfolio. Keep copies for your records. |
| Buffalo State Representative Letters  Nominator Name:  Nominator Title & Department:  Additional Buffalo State Letter of Support Name:  Additional Supporter’s Title & Department: |
| Letters of Support Outside Buffalo State 1:  Letter 1 Name:  Letter 1 Title & Organization/Business: |
| Letters of Support Outside Buffalo State 2:  Letter 2 Name:  Letter 2 Title & Organization/Business: |
| PERSONAL STATEMENT: In a separate document, cite your reasons for applying and your qualifications. The personal statement should also detail the impact the specific medal/award (or both) will have on your future. A maximum of 600 words is allowed. Please include in Tab E of your portfolio. |
| RESUME OR CURRICULUM VITAE: Include your current resume or curriculum vitae in Tab F of your portfolio. |
| SPECIFIC AREAS OF ACCOMPLISHMENT: For the boxes below, keep in mind the criteria for each award while listing accomplishments, and include demonstrated excellence in the following areas: academics, leadership, career achievement, campus involvement, community service, arts, and athletics, etc. Realize that each applicant is a unique individual with a unique set of accomplishments and learning and growth experiences. The extent and depth of entries in each category will vary by applicant and that’s OK. You are encouraged to include the most relevant information that best expresses YOUR personal qualifications for the President’s Medal and/or SUNY Chancellor’s Award. For each listing include name of award/recognition/accomplishment; name of organization with city and state, include country if other than U.S.; month and year received; and brief description. Please number each item in each category, as shown below.  Example of format to list awards and recognitions (50 words maximum for each line entry):  1. Name of award/recognition/accomplishment; name of organization including city and state (also country if other than the U.S.).; date of accomplishment; description.  2. Name of award/recognition/accomplishment; name of organization including city and state (also country if other than the U.S.).; date of accomplishment; description.  3. Name of award/recognition/accomplishment; name of organization including city and state (also country if other than the U.S.).; date of accomplishment; description.  Etc. You may list as many numbered items as are pertinent. |
| ACADEMIC EXCELLENCE: List and briefly describe your most significant academic, research, and/or independent study accomplishments or experiences while a student at Buffalo State.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| LEADERSHIP: List and briefly describe your most significant leadership accomplishments, contributions, or experiences while a student at Buffalo State.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| CAMPUS INVOLVEMENT: List and briefly describe your most significant accomplishments, contributions, or experiences in campus involvement while a student at Buffalo State.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| COMMUNITY SERVICE: List and briefly describe your most significant accomplishments, contributions, or experiences in community service while a student at Buffalo State. This can include the local WNY community, your hometown, and service-focused organizations. (Please indicate whether each service experience met requirements for coursework by stating “required” or if it was distinct and separate from any coursework requirements by stating “separate.”  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| ARTS: If you are a performer, artist, craftsperson, or similar, list your accomplishments and contributions in your particular discipline(s).  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| ATHLETICS: If you are an athlete, coach, etc., list your accomplishments and contributions in your sport(s).  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| CAREER ACHIEVEMENT: List and briefly describe your most significant accomplishments or experiences as a pre-professional, professional, or in career achievement while a student at Buffalo State. This can include internships, co-ops, accomplishments in student chapters of professional organizations, etc.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| SELECT ACCOMPLISHMENTS: Describe three select accomplishments where you have a particular strength, a noteworthy experience, or would like to expand upon a previously listed accomplishment.  1.  2.  3. |
| MILITARY SERVICE: If you have served in the military, please list and describe awards, decorations, or special recognitions.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| BUFFALO STATE HIGHLIGHTS: List up to three highlights of your Buffalo State experience and/or what you appreciate most about being a Buffalo State Bengal.  1.  2.  3. |
| ASPIRATIONS: Share briefly (100 words maximum) your aspirations for your future. |
| MERIT-BASED SCHOLARSHIP 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. Include title of the scholarship or award; name of granting organization with city and state (also the country if other than the U.S.); date awarded; relevant criteria. You may include as many entries as are pertinent. Include copies of any accompanying letters of notification or certificates in Tab G of your portfolio.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |
| CERTIFICATIONS AND RECOGNITIONS: You may include certifications (e.g., 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. Note city and state (also country if other than U.S.) for each entry. Include copies of any relevant letters or documents in Tab H portfolio.  1.  2.  3.  Etc. You may list as many numbered items as are pertinent. |

**The deadline to submit your portfolio is 4:00 PM, Monday, December 15, 2025. Submissions received after the deadline will not be considered for the awards.**

**To submit your portfolio, please click** [**here**](https://forms.office.com/r/K2pMvijGu0)**.**