

# HINTS FOR COMPLETING SCHOLARSHIP APPLICATIONS

## 1. Apply

You won't get a scholarship if you never apply. There are many scholarships available for students with high grade point averages, with leadership experience, with extracurricular activity experience, with interests in certain vocational fields, and from specific geographic areas. Not all scholarships are designated for persons with high grade point averages.

## 2. Apply Early

Contact schools and universities early to get the applications and specifications for scholarships. Many scholarship applications take a lot of time to complete, so don't wait until the last minute.

## 3. Meet Deadlines

Find out what the deadlines are for applications and be sure to meet them. Late applications are usually not considered.

## 4. Fill Out the Application Yourself

The student should fill out the application, possibly with assistance from parents, teachers, or the high school counselor. All written statements must be in the student's own words. Selection committees can tell if students have not written their own statements and will re-consider applications about which there is doubt. Your parents are not the ones planning to go to college.

## 5. Answer All Questions

Do not leave any blanks. If a section does not apply, write, "Does not apply." Be sure to answer the questions that are asked; you usually cannot simply write one statement and include it on every application.

## 6. Show How You Meet the Criteria

For scholarships for students who plan to major in specific fields, who are from specific geographic areas, or who meet other specific criteria, be sure that you show how you meet the criteria. Don't assume that the selection committee will know you meet the criteria just because you apply for the scholarship.

## 7. Be Truthful

Answer all questions truthfully, even if you think a less than truthful answer would be better. You will lose the scholarship and may have to pay it back if you are found to have been untruthful on an application. Some colleges may suspend or expel you for a falsified application.

### 8. **Complete All Forms**

Be sure all parts of the application, including additional forms such as transcripts, SAT scores, letters of recommendation, and written statements, are completed and submitted on time. Do not plan to submit some parts later; incomplete applications will probably not be considered for awards.

### 9. **Type All Forms**

Some selection committees will disregard any handwritten applications. Get help from a parent or teacher if you need help in the typing of the forms. All written statements must be typed. The only exception is your signature, which must be handwritten (not printed).

### 10. **Get Appropriate Letters of Reference**

Be sure to meet the requirements of the scholarship for letters of reference. Use appropriate forms. Tell your reference what the letter is for and provide information so that he/she can write an appropriate letter or fill out the appropriate form. Ask persons who can discuss your academic/extracurricular/work experiences, not just friends, neighbors, or relatives who know you as a nice person. Do not ask persons who have important positions simply because of their position unless they also know you because of your school/work experience. Be sure to tell references the deadlines for submitting the letter and either provide a stamped, addressed envelope or the name of the person and place to send the letter.

### 11. **Write Thank You Notes**

If your scholarship is from a specific person, organization, or other group, writing a thank you note will indicate that you appreciate the help they have provided in furthering your education.