

How to Apply for a Scholarship

- 1. Start Researching Scholarships Early:** The more time you put into a scholarship search, the more options there will be. Give yourself enough time to research scholarships, request information, application materials and to complete the applications by the deadline. Begin researching local scholarships first by contacting the financial aid or scholarship office on campus. With the assistance of your College Counselor, you can explore free scholarship search services. You should never pay for scholarship information, here is a list of some scholarship search services: Scholarship Search, FastWeb, Scholarship Research Network Express, Wiredscholar.
- 2. Read Eligibility Requirements Carefully:** If you have any questions about eligibility for a particular scholarship, contact the scholarship sponsors immediately.
- 3. Organize All Scholarship Materials:** Create a separate file for each scholarship and file by application date. Keep a calendar of application deadlines and follow-up appointments. Most scholarships require you to provide some combination of the following information:
 - a. Transcripts**
 - b. Standardized test scores**
 - c. Financial aid forms, such as the FAFSA**
 - d. Parent's financial information, including tax returns**
 - e. One or more Letters of Recommendation**
 - f. One or more Personal Statements**
- 4. Tips to write a strong Personal Statement:** Paint a clear and compelling picture of who you are based on your strengths, accomplishments, awards, community service, and school activities and discuss your future goals and any challenges you have overcome in detail.
- 5. Proofread Applications Carefully:** In addition to the computer's spelling and grammar check, ask others to read the essays and give their feedback.
- 6. Don't Leave Items Blank:** Blank items may slow down the processing of your application. Contact the scholarship sponsors with questions on how to fill out any part of the application.
- 7. Follow Instructions to the Letter:** Make sure you do not go over the length limit for the personal statement. And do not send supporting material that is not requested in the application.
- 8. Make sure the application is Legible:** Type or print application forms and essays.
- 9. Make copies of everything:** If application materials are lost, having copies available will make it easier to complete the application process.
- 10. Double-Check the Application:** If you reuse personal statements or letters of recommendation, be especially careful you have not left in any incorrect names or dates. Be sure to sign and date application.
- 11. Get your application in early:** Request letters of recommendation early enough to give yourself time to submit the scholarship application by the deadline.