

## 11 TIPS for SCHOLARSHIPS

Winning a scholarship isn't easy. Scholarship providers can get hundreds or even thousands of applications each year; but, only have a handful of scholarships to award. This means you have to work even harder than usual. That's why we want you to be prepared when completing your application; so, listen carefully. Here's a list of common dos and don'ts that applicants should be aware of when submitting an application.

### DO'S and DON'TS

- 1. Apply only if you are eligible.** Make sure you apply for all of which you are eligible, but make sure you read all the scholarship requirements and directions carefully. Each scholarship has different requirements.
- 2. Follow the instructions.** Provide everything that's required, but don't supply things that aren't requested. We recommend you contact the scholarship office if you have any questions about the instructions. If it seems unclear, call, don't assume. Following the instructions is one of the most basic criteria used by the selection committee to cull applicants.
- 3. Complete the application in full.** If a question doesn't apply, note this on the application. Don't just leave a blank, supply all the information requested. This includes additional supporting material, such as transcripts, letters of recommendation and essays, if applicable. It's imperative you provide the correct support materials in the correct format to be considered. **It's your responsibility to double check your application to see that every item is completed before sending it to the scholarship committee.**
- 4. Neatness counts.** Always try to type your application. If you can't, that's ok too, just print neatly and legibly in ink. Make several photocopies of the application form before you fill it out. Use the copies as a working draft while you develop your masterpiece, Picasso.
- 5. Write an essay that makes a strong impression.** Even the simplest experience can be monumental. Remember, the key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive.
- 6. Watch for deadlines.** To help keep yourself on track, impose your own deadline; that is, at least two weeks prior to the official deadline. This allows you plenty of time in case a problem occurs. Don't rely on extensions — very few scholarship providers allow them.
- 7. Make sure your application gets where it needs to go.** We suggest you double check the mailing address and send your application through certified mail to ensure it is received on time and in good condition. The earlier we receive your paperwork, the better we are able to assist you.
- 8. Keep a back-up file in case anything goes wrong.** Before sending the application, make a copy of the entire packet. If your application goes astray, you'll be able to reproduce it quickly. Be prepared!
- 9. Give it a final "once-over."** Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, teacher or parent to proofread it as well. Do everything you can to make sure your application is perfect!
- 10. References.** It's always best to ask for more letters of reference than needed in case some do not respond on time.
- 11. Ask for help if you need it.** If you have problems completing the application, don't hesitate to call us. We love to hear from you!