

## General Scholarship Information

### Tip # 1: Avoid the myth

- Many students hesitate or avoid making scholarship applications because they believe that only the most exceptional students are awarded scholarships.
- This is a myth, although many scholarships consider academic achievement; many also have criteria related to community/school involvement and/or are directly connected to an area of study or membership to a certain group etc.
- Many students feel that scholarships are too cumbersome or time consuming to tackle. Consider this: if you spend 10 hours on a scholarship application and you are awarded \$500 as a result... that works out to be \$50 per hour... not bad!

### Tip # 2: Search for appropriate scholarships

- This is an important step to include when you are thinking about applying for scholarships.
- Start early and research scholarships often. Ensure that you are eligible for all scholarships you apply for; read the information thoroughly.
- If you are wondering if you are truly a candidate for a specific scholarship asks someone who knows: guidance counselor, or the sponsor of the scholarship itself.

### Tip # 3: Apply for the scholarship

- Complete the application fully and follow all directions. Many students fail to follow directions. You can give yourself a competitive advantage by reading the directions carefully.
- Provide everything that is required. But do not supply things that are not requested. You will not impress and you might be disqualified.
- Be sure to complete the entire application. If a question does not apply, note that on the application. Do not just leave it blank.

Tip # 4 :  
Neatness  
counts

- This is not a myth!
- It is always best to type the application. If you must print, do so neatly and legibly.
- Proofread the entire application carefully. Nothing is less impressive than an application with misspelled words or grammar errors. Ask a friend, teacher or parent to proofread it as well.

Tip # 5:  
Manage  
time  
wisely

- Pay attention to deadlines!
- Be organized enough that you can give yourself a deadline two weeks ahead of the actual scholarship deadline. This will allow you to check everything over to ensure your application is complete and represents you well.
- YOU are responsible for making sure all parts of the application arrive on time. This includes supporting materials, such as letters of recommendation and transcripts. So make sure everyone who is contributing to your application has ample lead-time.
- DO NOT count on receiving an extension; most scholarship selection committees do not grant extensions.

## General Scholarship Information

### Tip # 6: Reference Letters

- Many scholarships require you to submit letters of recommendation. Make these requests early recognizing that you will receive more appropriate letters if you give whoever is writing on your behalf time.
- Where you have the option; choose your referees wisely. Put thoughtful consideration into who knows your accomplishments and strengths best.
- Provide your referees information about the scholarship and information you would like highlighted in their letter. Give them a copy of your resume so they have documentation about your achievements in front of them when they write on your behalf.

### Tip # 7 : Essays and Letters of Intent

- Many scholarships require you to provide either an essay or a statement of why you should be selected as the recipient of the award. If the writing requested is to answer an essay question; be sure to answer the question completely. An exceptionally well written essay that does not address the question asked will not succeed.
- Tailor your essay to its audience.
- Provide clear and personal examples when writing about your own experiences.
- Employ clarity and structure in your essay/statement. Use paragraphs and transitions to signal a change in emphasis or ideas. Be judicious in your use of the words "I" and "you." Use proper punctuation and spelling. Avoid repetitious, trite, or meaningless phrases and unnecessary jargon. Make every word count toward overall clarity and impact! Several drafts may make a large difference in the quality of your essay.
- Find a person to review your statement or essay, especially someone with experience reading or writing statements for scholarships. Leave time for revision and consulting. Proofread your essay. Then proofread it again.

## General Scholarship Information

### Tip # 8: Check, double- check and then check again!!

- Proofread your entire application ... several times!
- Make copies of your entire application for your reference.
- Ask others to review and proofread your application.

### Tip # 9: Make sure your application gets where it needs to go.

- Before sending the application, make a copy of the entire packet and keep it on file. If your application goes astray, you can always reproduce it quickly.
- Make sure your name (and social insurance number, if applicable) appears on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

### Tip # 10: Remember your scholarship application represents YOU!

- Your ability to submit a neat, timely, complete application reflects on you.
- It is the face you present to the sponsoring organization.
- Take pride in yourself by submitting the best application you can.