

# SCHOLARSHIP APPLICATION GUIDE

There's a lot that goes in to applying and winning scholarships. Keep it all organized here.

## SCHOLARSHIP APPLICATION CHECKLIST

INFO YOU MAY NEED WHEN APPLYING FOR SCHOLARSHIPS	✓
<b>Personal Background Information</b>	
Personal Information - name, full address, phone number, date of birth, parents' names & employment	<input type="checkbox"/>
Email Address (one that you check regularly)	<input type="checkbox"/>
Personal Statement - list of goals (education, career, personal)	<input type="checkbox"/>
Resume or Curriculum Vitae	<input type="checkbox"/>
<b>Academic Information</b>	
Current School Info - name of high school or college, class rank, expected graduation date	<input type="checkbox"/>
School Transcripts	<input type="checkbox"/>
Recommendation Letter(s)	<input type="checkbox"/>
College Choice(s)	<input type="checkbox"/>
Intended Academic Major(s)/Area(s) of Study	<input type="checkbox"/>
Academic Information - GPA, AP, honors courses	<input type="checkbox"/>
Six-digit school code (for high schools)	<input type="checkbox"/>
<b>Financial Information</b>	
Parents' Income - most recent federal tax return if you are a dependent	<input type="checkbox"/>
FAFSA - completed free application for federal student aid at <a href="http://www.fafsa.gov">www.fafsa.gov</a>	<input type="checkbox"/>
Completed Student Aid Report (SAR) from your completed FAFSA	<input type="checkbox"/>
<b>Miscellaneous Information</b>	
School Activities - list of extracurricular activities, clubs, organizations, sports	<input type="checkbox"/>
Community Activities - volunteer, community or public service activities + # of hours volunteered	<input type="checkbox"/>
Employment - list of internships, assistantships, summer jobs	<input type="checkbox"/>
List of any awards or honors you have received	<input type="checkbox"/>
Scholarship Essay	<input type="checkbox"/>
Portfolio	<input type="checkbox"/>

Once you have all the items listed above, you are ready to start searching and applying for scholarships. Keep in mind that every scholarship is unique and may require different information.

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## ☐ SCHOLARSHIP APPLICATION “TO DO” LIST

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TASKS	✓
Check your college choices to find merit-based scholarships and other scholarships available to incoming students	☐
Create a free profile on a scholarship search website like Scholarships.com	☐
Once your Scholarships.com profile is complete:	
1. Sort list of scholarship search results by deadline	☐
2. Select the scholarship with the earliest deadline and visit the scholarship provider’s website to verify the eligibility requirements, application guidelines and deadline to apply	☐
3. Read the application guidelines and follow the instructions on how to apply	☐
4. Begin your online or paper application	☐
5. Have someone else review and proofread your scholarship application	☐
6. Submit your completed application	☐
7. Make a list of scholarships you will be applying for and keep track of the dates you applied and dates the winners will be announced	☐
8. Go back to your list of scholarship search results and select the next scholarship with an upcoming deadline; repeat steps 1-6	☐