



SCHOLARSHIP APPLICATIONS 101

Due Diligence Tips and Reminders

GENERAL TIPS

- ▲ Don't be afraid to reach out to the organization's designate contact to clarify any questions.
- ▲ Plan an application completion strategy and create a system that works for you and your support
- ▲ Draft your essays and responses in Microsoft Word so you can do a spell check and word count (as needed).
- ▲ Set advance deadlines - allow mailing time – plan for worst case scenario
- ▲ Identify a Post Office or mail station (i.e. UPS store, FedEx, etc.) nearby and familiarize yourself with hours of operation.
- ▲ FedEx will not mail to PO boxes so plan ahead to get to the post office during regular business hours – and don't forget to factor in Holidays!
- ▲ Identify a "Go-To" Interview outfit
- ▲ Identify an appropriate photo and digitize to submit with online applications
- ▲ Keep a repository of past essay questions and essays, for future reference
- ▲ Create a CHECKLIST to make sure all packet requirements are completed.
- ▲ Review EVERY document in the packet before sealing the envelope.
- ▲ Designate a second packet reviewer before sealing the envelope.

APPLICATION & CONTENT

- ▲ Whenever possible do NOT handwrite your application
- ▲ Highlight the requirements of the application
- ▲ Make multiple copies of blank application for a trial run
- ▲ Fill in all the blanks with "N/A" if not applicable
- ▲ Don't use acronyms
- ▲ No scratch outs - No white out
- ▲ Create your Resume, keep it current, and keep multiple copies on hand to include as additional attachments, when possible
- ▲ Review FAQs section for essay and letter of recommendation content "hints"
- ▲ Review and understand the mission of the scholarship organization to focus your essay(s)

APPLICATION COMPONENTS

LETTERS OF RECOMMENDATION

- ▲ Select Letter of Recommendation writers early and strategically
- ▲ Give writer ample time to complete Letter of Recommendation
- ▲ Ask for electronic copy of the Letter of Recommendation prior to submission so that you can catch errors and review it for accuracy

TRANSCRIPTS AND TEST SCORES

- ▲ Ask for a FULL transcript; inclusive of SAT/ACT Scores, Rank and GPA Conversion (as needed)
- ▲ Order many "official" FULL transcripts at one time
- ▲ Know what's on your transcript; keep one transcript for yourself to review
- ▲ Make multiple copies of SAT/ACT score sheet and provide a copy in the packet (just in case it is inadvertently excluded from of the Transcript)