

# TIPS FOR SCHOLARSHIP AND COLLEGE APPLICATIONS

1. **Apply if you are eligible.** Reference the index chart, does your GPA and ACT/SAT score put you within range of admission? Do you meet all the requirements for a specific scholarship?
2. **Fully complete the application.** If a question does not apply to you, not that on the application with an N/A. DO NOT leave a question blank. Be sure to supply additional supporting materials, including transcripts, letter of recommendation and essay(s).
3. **Follow directions.** Provide everything that is required. However, do not supply things that are not requested- you could be disqualified.
4. **Neatness counts!** Always type your application or, if you must print, do it neatly and legibly. Make a couple of copies of the form before you fill it out. Use the copies as working drafts as you develop the application packet.
5. **Write an essay that makes a strong impression.** The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive – the who, what, where, and when of your topic. The simplest experience can be monumental if you honestly present how you were affected by it.
6. **Watch all the deadlines.** To help keep yourself on track, impose your deadline of two weeks prior to the official deadline. Keeping a buffer time allows you to make sure that everything is ready to be submitted on time. Do not rely on extensions –very few schools/scholarships provide them.
7. **Make sure your application gets where it needs to go.** Put your name (and SS# if applicable) on all pages of your application. Pieces may get lost if they are not clearly marked or bound together.
8. **Give a final review before submitting the application.** Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, parent, teacher and counselor to proofread as well.
9. **Ask for help if you need it.** If you have problems with the application, do not hesitate to ask your counselor or other college advisor for help. We love to read your stories and advise you in this process. You can also call the scholarship funding organization and ask them directly.
10. **Print it out or make additional** copies of anything you complete and give one to your counselor. People make mistakes and documents can get lost. This way you can reproduce it quickly.