

HINTS FOR COMPLETING SCHOLARSHIP APPLICATIONS

✓APPLY

You won't get a scholarship if you don't apply.

There are many scholarships available for students with leadership experience, extracurricular activity experience, interests in certain vocational fields, gender, ethnic background, and from specific geographic areas. Many, but not all, scholarships are designated for persons with higher academic standings.

✓FOLLOW DIRECTIONS AND COMPLETE THE APPLICATION IN FULL

Many students fail to follow directions. You can give yourself a competitive advantage by reading the directions carefully. If you have questions, contact the person listed or organization on the application. It is better to get questions answered directly rather than guess what is needed.

Provide documentation that is required. Do not submit items that are not requested – you will not impress and you may be disqualified. *Do not assume the school has information such as transcripts, test scores, etc. It is your responsibility to provide the documentation required for the complete application.*

Complete the entire application. If a question does not apply, note that on the application – do not just leave it blank.

Be honest and be yourself in answering all questions.

✓SHOW HOW YOU MEET THE CRITERIA

Scholarship criterion varies. Be sure that you demonstrate how you meet the criteria. Do not assume that the selection committee will know you meet the criteria just because you are applying for the scholarship. If you have a question about eligibility, contact the Foundation Office.

✓NEATNESS COUNTS

It's always best to type or word process the application. If you must print, do so neatly and legibly. Many applications are available online.

Proofread the entire application carefully.

Nothing is less impressive than an application with misspelled words or grammar errors. Ask another to proofread your completed application also.

✓MEET DEADLINES

Give your application the time, attention, and preparation it deserves. Don't wait until the last minute. YOU are responsible for making sure ALL parts of the application arrive on time.

If supporting materials such as recommendation letters and transcripts are required, **make certain everyone who is contributing to your application has ample lead-time.** Late applications are usually not considered.

✓GET THE APPROPRIATE LETTER OF REFERENCE

Be sure the letter of reference meets the requirements of the scholarship. Use the appropriate forms. Tell your reference what the letter is for and provide information so that he/she can write an appropriate letter or fill out the appropriate form.

Ask persons who can discuss your academic/extracurricular/work experiences, not just friends, neighbors, or relatives who know you as a nice person. Do not ask persons who have important positions simply because of their positions unless they also know you because of your school/work experiences.

Be sure to tell references the deadlines for submitting the letter and either provide a stamped, addressed envelope or the name of the person or place to send the letter.

✓WRITE THANK YOU NOTES

A simple thank you note indicating that you appreciate the financial assistance in furthering your education goes a long way.

http://www.scholarshiphelp.org/preparing_application.htm

While the completion of any scholarship application is the responsibility of the applicant, please do not hesitate to contact the Foundation Office (or sponsor of the scholarship) if you have any questions or concerns, or need clarification. Call 715.422.5598 (Sherri), 715.422.5322 (Chris) or email foundation@mstc.edu