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

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

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	☐