**Top 10 Tips for Scholarship Applications**

**Tip 1: Give concrete examples.**

If your answer to an essay question is abstract, support it with a concrete example that illustrates your point. The scholarship sponsor wants to see evidence that you satisfy their criteria, not just unsupported statements.

**Tip 2: Apply only if you are eligible.**

Read all the scholarship requirements and directions carefully, and make sure that you are eligible before you send in your application. Your application will not be considered if you are not qualified to apply.

**Tip 3: Identify the sponsor’s goals.**

Try to understand the sponsor’s motivation in offering the award. Do they want to promote interest in their field? Do they want to identify promising future researchers and business leaders? If you can identify their goals, you can direct your application towards satisfying those goals, increasing your chances of winning the award.

**Tip 4: Complete the application in full and follow directions.**

Many students fail to follow directions. You can give yourself a competitive advantage by reading the directions carefully.

Provide everything that is required. Don’t supply things that are not requested. You will not impress and you might be disqualified.

Be sure to complete the entire application. If a question does not apply, note that on the application. Do not just leave it blank.

**Tip 5: Neatness counts.**

Make several photocopies of all the forms you receive. Use the copies as working drafts as you develop your application packet.

It is always best to type the application. If you must print, do so neatly and legibly.

Proofread the entire application carefully. Nothing is less impressive than an application with misspelled words or grammar errors. Ask a friend, teacher, or parent to proofread it as well.

**Tip 6: Write an accomplishments resume.**

Compile a list of all your accomplishments. This will help you identify your strengths and prepare a better application.

Give a copy of the resume to the people who are writing letters of recommendation for you, so they can work some of the information into the letters.

**Tip 7: Watch all deadlines.**

Impose a deadline for yourself that is at least two weeks before the stated deadline. Use this “buffer time” to proofread your application before you send it off.

YOU are responsible for making sure all parts of the application arrive on time. This includes supporting materials, such as letters of recommendation and transcripts. So make sure everyone who is contributing to your application has ample lead-time.

If worse comes to worst, call the scholarship provider in advance and ask if it is possible to receive an extension. Do not just send the materials in late; many committees will refuse later applications. But do not rely on extensions—very few scholarship providers allow them at all.

**Tip 8: Take steps to make sure your application gets where it needs to go.**

Before sending the application, make a copy of the entire packet and keep it on file. If your application goes astray, you can always reproduce it quickly.

Make sure your name (and social insurance number, if applicable) appears on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

**Tip 9: Ask for help if you need it.**

If you have problems with the application, do not hesitate to call the sponsor. But don’t expect anyone to do the work for you. Completing the applications is your job. You can talk to your Career Advisor for suggestions.

**Tip 10: Remember—your scholarship application represents YOU!**

Your ability to submit a neat, timely, complete application reflects on you. It is the face that you present to the sponsoring organization. Take pride in yourself by submitting the best application you can.