

***A few tips to keep in mind when searching and applying for scholarships:***

- *Employers receive about 200-500 applications for each scholarship opening*
- *Make sure that your scholarship application stands out exceptionally to ensure that it gets selected for the next stage*
- *Start early. Each donor has its own **deadline***
- *Be **prepared**. Write your application request letter, send for your transcripts and test scores and ask for at least **two** letters of recommendation from people who know your educational success and potential*
- ***Research** potential donors. Apply to as many as possible and keep records of where you have applied.*
- ***Evaluate** yourself in relation to the requirements:*
  - O What career do you hope to pursue?***
  - O How does your goals and ambitions relate to the implied goals of the scholarship?***
  - O How does your qualifications compare to the requirements of the scholarship?***
  - O What are your past successes, achievements, honors received and positions of leadership held?***
  - O What are your abilities and potential?***
  - O Where do you want to see yourself in five years? Ten years?***
  - O For what accomplishments and in what way would you like to be remembered?***
- *Write to all possible donors. Do not call. Make your letter short and to the point: just identify yourself and request information and an application. Enclose a stamped, self-addressed envelope for a quick response.*
- *Present yourself as professionally on your application as if you were applying for a job. Be complete, concise and clear in your responses. The application represents you to the scholarship committee.*
- *Be sure your application is **neat, clear and honest!***

***Please also keep in mind*** to watch out for scholarship scams. **Never pay for a scholarship search.** Always get full scholarship information. It is important to read the materials carefully and to understand what information is requested. Write, call or e-mail the provider of the scholarship to ensure you have full details of application procedures and what will be expected of the successful applicant. **Carefully typed applications make the best impression.**

**Eligibility** is something to understand while applying for scholarships. It is highly doubtful that you will be awarded if you are not eligible for a scholarship. Check for any gender, age,

nationality, indigenous or other special group restrictions on applications and only apply if you definitely match the eligibility criteria.

**People who will judge your application don't know you.** Try to make as much of the more “personal” information as possible including your academic transcripts.

**Prepare a resume/Curriculum Vitae.** If you worked previously, list your experiences. Many students do not have work experience but use their resume/CV to point out any awards and honors they have received, community service and activities they have been involved in.

**Activities and Honors.** Be sure to list all relevant activities and honors, but be selective. If a student has more activities than space provided, do not include ones that are not significant. Your activities should represent your varied talents and passions outside the classroom. Make sure your activities reflect who you are and what you believe in.

**Carefully choose your references.** Make sure your reference knows you well enough to give an opinion about you and write something on your behalf.

**The ideal letter of recommendation.** The letters of recommendations should come from teachers or academic advisors who are familiar with not only your academic abilities, but with your personal interests and background and how those relate to your ability to carry out the program of study you wish to pursue. If the teacher or academic advisor is familiar with your extracurricular activities and leadership abilities, s/he should also incorporate that into the letter. The letters should address the qualifications sought.

**How to ask for a letter of recommendation.** Start early. Discuss your plans with your recommenders now, before the application is even available. Let them know what you would like to study and why you want to apply for the scholarship. Schedule a meeting with your recommender. During this meeting, give your recommender a written description of the scholarship and a copy of your personal statement and proposed academic program. You may also want to provide a copy of your transcript and an autobiography or resume highlighting activities and honors. Also include appropriately addressed envelopes with postage and be sure to also give them plenty of time to write the letter.

**The Personal Statement.** The Statement of Purpose ( often called, “letter of intent” or “application essay” by various educational institutions) is one of the most important components of the application process. This document provides the admissions committee with information that allows them to become more acquainted with who you are; what you want to study and why. A Statement of Purpose also serves as a writing sample and interview.

A few writing tips when writing the Personal Statement:

- Write clearly. Decide what you want to say and write a short essay.
- Do not write in cute, coy or gimmicky style.
- Show that you have thought deeply and broadly about what you have learned in your academic career and what you hope to learn next.
- Revise your first draft carefully.

**Transcripts.** Request transcripts as soon as possible if the application requires them.

**Proofread your application carefully.** Use your computer's spelling and grammar check features. Let someone else read and evaluate your application.