



# 8 Tips for Submitting a Great SCHOLARSHIP APPLICATION

1. **Passion for the Subject** - Only apply for an award if you actually have an interest in the subject matter. Your passion or disinterest will be reflected in your writing.
2. **Research** - Do the appropriate background work and find out exactly what a specific scholarship panel is looking for. Read the rules and regulations / terms and conditions.
3. **Clarity of Thought** - Be clear and concise. “How” you communicate is just as important as “what” you’re trying to communicate. Answer the essay question and only provide relevant information. Do not go over the word limit count.
4. **Not a Résumé** - Your scholarship application essay is not a substitute for your résumé so don’t simply re-write your résumé in essay form. Don’t list, discuss! Expand on your personal experience and clearly articulate your goals.
5. **Structure, Spelling & Grammar** - Be aware of proper essay structure. Always double-check your spelling & grammar and have someone proof read your work.
6. **References** – Ideally, references should be professionals at your school or organization who can vouch for your participation. Inform your references and make sure that their contact information is up to date. Assume that the scholarship administrator will check your references.
7. **Complete All Requirements** - Follow the instructions and make sure that you have collected and provided all the required materials. Making a checklist of all the elements will help.
8. **Don’t miss the application deadline and apply early** - Don’t Procrastinate. Give yourself plenty of time to fill out the application and to gather required documents (reference letters and transcripts).

