Scholarship Application Checklist

You've finally finished that scholarship application and now you're ready to submit it. But wait! Make sure you double check all of these important things before submitting your application.

Completing the Application

- ✓ Make sure you've followed the application instructions to the letter.
- ✓ Did you include all required information?
- ✓ Did you answer all essay questions?
- ✓ If necessary, refer to handout—*10 Tips for Writing Effective Scholarship Essays* Included in the scholarship application packet.
- ✓ Make sure you enclose everything the application requests i.e. 3x5 photo, **official college transcript**, essay, and two letters of recommendations.
- ✓ Check the deadline date on application.

Letters of Recommendation

- ✓ The letter should come from individuals who can speak to your qualifications i.e. teacher, mentor, instructor, religious leader, community leader, counselor.
- ✓ Be sure to ask early for any needed letters of recommendation. The more information you can provide the writer i.e. the type of scholarship you are applying for the better they can write a letter to meet your needs.
- ✓ If necessary, refer to handout--*The Scholarship Letter of Recommendation* included in the scholarship packet.

Personal Information

- ✓ Before sealing your application, ensure that the address you are sending your application to is accurate and is correctly and clearly written.
- ✓ Check to make sure your home address, email/phone number is accurate on the application.
- ✓ Make a copy of the completed for yourself.

Deadline

- ✓ Finally, make sure your application will arrive with plenty of time before the deadline.
- ✓ Don't forget to sign and date application.
- ✓ Scholarship application must be postmark by the deadline date.

Application Deadline: **Friday, April 13, 2018**

Good job!!