

# + Scholarship Application Checklist

Read through the points below as you work on an application and before you mail it in. Make sure that you have carefully read through everything so that you do not jeopardize your application because of a minor oversight.

- ✓ Read the application—including the small print.
- ✓ Make sure you qualify for the scholarship: double check the eligibility criteria
- ✓ Know the deadline and mark it in your calendar
- ✓ Find out if you need transcripts (originals or copies?)
- ✓ Answer all questions
- ✓ If you need reference letters, give the person writing your letter 2-3 weeks notice if possible
- ✓ Give a copy of your Activities and Accomplishments list to the person writing your reference letter
- ✓ Try to have a minimum of one reference from outside of school
- ✓ Have someone proofread
- ✓ Make a photocopy of the completed application
- ✓ Mail the application in time for the deadline
- ✓ Mark the date you mailed the application in your Records Book

