

## **TIPS for SUCCESS: APPLYING for COLLEGE, AWARDS, & SCHOLARSHIPS**

### **Make a list of what documents are required.**

- Check whether you need signature(s) from a parent or guardian.
- Check whether you need a copy of your transcript and if so, how to obtain it.
- Check whether or not you have a head shot or yearbook photo available. (If you have a Smart-Phone, you can always take a “selfie” headshot).

### **Keep track of the due dates!**

- It’s important to plan ahead.
- Give yourself time to gather everything that you will need for the application.
- Late or incomplete applications are not accepted.
- Give yourself time to review your application before submitting it.

\*Bonus tip: If possible, try to submit your application early and don’t wait until the last minute. On the day the application is due, there could be problems with your internet connection, your computer, or the application website.

### **Asking someone for a letter of recommendation.**

- Give your letter writers as much time as possible to write their letters.
- Do not wait until the last minute! Most people are busy. Ask respectfully and show that you appreciate their time. If possible, say why you’d like a letter from them (you admire them, they know your work well, they’ve seen you improve, etc.)

•Bonus tip: If you can ask the people in person, that’s the best way to ask them. Then follow up with an email thanking them for agreeing to write you a letter of recommendation for (add in what application(s) it’s for) and due date(s).

### **Completing the Application**

- It may be helpful to make a list on a separate piece of paper of all the awards you have won.

What academic honors have you won?

What citizenship or community honors and awards have you won?

Have you played sports? Were you on the Junior or Senior Varsity teams?

Have you won any sports awards?

What extracurricular activities have you been involved in? Civic? Religious? Arts?

•You may wish to check with your parent(s) or guardian(s) about your honors, awards and special activities because they often remember **everything!** ☺

•Write down your Work and Volunteer Experience

### **Writing your Essay (What to Say)**

- You do not need to introduce yourself or repeat the question.
- Make sure that you answer every part of the essay prompt in your response. If there are multiple parts to the essay question, answer all of them.



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- Make sure that you write about your goals. Make your future goals clear.
- Think of 3 points that you want to express in your essay about who you are. Everything in your essay should be written in support of those points and your goals.
- Your essay is telling a story. Make sure that it is a single, logical story that puts you in the best light possible.
- If there is a word count, make sure that you stay within it. That is, don't write more than they tell you to (sometimes the programs will not allow you to enter more than the allotted words).

### **How to Write your Essay (How to Say It)**

- Be sure to read your essay out loud. Do not just spell-check it. It would be even better to edit it for grammar, using a free APP such as Grammerly.
- Do not use slang. Do not write as though you are talking to a friend. Your essay should be more formal than that.
- Save your document frequently while you are working on your essay.

**Good Luck!!**