



## **SCHOLARSHIP APPLICATION GUIDE**

### **PHASE 1: ELIGIBILITY QUESTIONS**

This first Phase is all about you! And who knows YOU better than YOU! The system will ask for stuff like:

- your contact information
- current education information
- extracurricular activities
- areas of interest
- higher education (college or trade school) plans

**NOTE:** There are no attachments in Phase 1. If you don't have the time to finish it, just scroll to the bottom of the document and click on "Save". All your work will be saved and ready for you the next time you sign on. Each time you save the application (if it is not complete), you will see a list of what items still need to be answered or attached. It's a great "to-do" list!

### **PHASE 2: SCHOLARSHIPS!**

Here you will receive a list of the scholarships that you are eligible for based on your answers in Phase 1. YAY!!

#### **What attachments/information will you need for Phase 2:**

- Your Resume
- Your Essay (see below for additional information)
- Your FAFSA Submission Summary from your FAFSA – an attachment is required \*\*
- Your Student Aid Index (SAI) from your FAFSA \*\*

\*\* If you are unable to submit FAFSA, you would attach a note instead, stating that you are unable to complete FAFSA or supply the FAFSA Submission Summary and SAI, and why.

#### **You will use the third-party email system to email:**

- Most Current Transcript – you will email your guidance counselor so that they can attach this to your application
- Letters of Recommendation – you will email at least two people (who are not family members) for these documents (see below for additional information)

#### **What will you need from your parents/guardians:**

- Year of the most recent tax return
- Adjusted Gross Income – from the most recent tax
  
- Taxable Income – from the most recent tax return

Some scholarships may have an additional question that needs to be answered.

#### **The Essay:**

Most of the scholarships will ask for the general essay. The topic is "Discuss your career goals, personal values and community service", and the essay is not to exceed 500 words.

Some scholarships will require an essay of a specific topic. Don't pass these up because of the extra work! There is sometimes less competition with these scholarships!

Remember to always submit an essay that is specific to the scholarship request.

**The Letters of Recommendations:**

Most of the scholarships will require 2 letters of recommendation. General letters of recommendation can be requested from anyone who is familiar with your skills and abilities. They can be a teacher, guidance counselor, coach, employer, clergy, or person other than a family member.

Some scholarships will ask for a letter of recommendation from a specific person, such as a music or history teacher, a baseball coach, a theater director, a choral director, a Spanish teacher, an employer, or a clergy.

Remember to always attach a letter of recommendation that is specific to the request.

**NOTE:** Any document that satisfies multiple scholarship requirements will be automatically attached to each of those scholarship applications. So, then you just have to submit each scholarship; you don't have to attach again! How cool is that!

Remember to **ALWAYS** click "submit" for each individual scholarship. Just because you are eligible and have answered the questions, attached the required documents, that doesn't mean that you are done.

**SUBMIT! SUBMIT! SUBMIT!**