

# 8 tips for filling out GREAT scholarship applications!

## 1. START EARLY

Apply well before the deadline to allow time to finish. Make lists of your accomplishments, relevant experience and extra curriculars that you can re-use on your applications.

## 2. GATHER YOUR DOCUMENTS

You'll need to upload your transcripts and student aid report from FAFSA. Ask for fresh versions of recommendation letters, not copies from previous years.

## 3. UNDERSTAND THE REQUIREMENTS

Read the instructions and eligibility requirements of the scholarship prior to filling out the application.

## 4. COMPLETE EVERY SECTION

Do not submit an application that isn't finished! Fill out boxes that don't apply as "N/A" or "not applicable."

## 5. LIST OTHER RELEVANT INFORMATION

Include hobbies, volunteer work and related successes. Be sure to enter everything that applies to your area of study.

## 6. BE HONEST

Don't embellish, but don't sell yourself short, either. There's a difference between highlighting the best parts and twisting the truth.

## 7. BE PROFESSIONAL

Make sure you use proper spelling and grammar, and proof read your application. Have a second set of eyes to check for completeness and suggest edits.

## 8. KEEP TRYING!

Don't be discouraged if you don't get a scholarship. The more applications you fill out, the better you become at it.



**\$1 million in  
scholarships  
available for 2020!**

**GET YOURS**  
[cfoxvalley.org/scholarships](http://cfoxvalley.org/scholarships)

## 4 things scholarship committees ask when reviewing applications

### **Are students doing the work themselves?**

**Don't ask your parents or friends to fill out applications for you. Believe it or not, committee members can tell when this happens.**

### **Are they accurate?** Professionalism matters.

**Watch your grammar. Use proper capitalization and abbreviations, and correct any spelling errors and typos.**

**Can they write?** Keep it real. Let your personality shine through, and don't be afraid to write about your struggles and challenges.

**Are they reachable?** Use an email address you know will be active in the future where you can be reached.

## 5

### more scholarship strategies!

**1. Apply for as many scholarships as you can!**

**2. Don't overlook smaller awards. Students often think it's not worth their time, which means less competition for you.**

**3. Don't be discouraged by scholarships with longer application forms. Fewer students will make the effort to apply, which narrows the field of applicants.**

**4. Look locally. Scour your hometown clubs, businesses, news media sites and of course the Community Foundation's website. Don't forget the scholarships offered through your current school and the school you will be attending.**

**5. Don't ever pay to apply for scholarships! That is a sign of a scam.**