

Application Checklist

Increase your chances of earning a scholarship by applying. Investing time now will increase the likelihood that you will receive scholarships this year and in the future.

General Information

- You may apply for multiple scholarships but can only be awarded one. If you are in the top ranking position for more than one scholarship, you will receive the scholarship with the higher dollar award.
- To receive a scholarship, you must be in good academic standing.
- You must meet all of the criteria stated in the scholarship profile in order to apply.
- You must submit at least one written letter of recommendation or as specified in the criteria.
- You must submit a separate application form for each scholarship and provide all requested information with each application.
- You may reapply each year for scholarships even if you were a previous recipient.
- The term "credits" refers to those earned by the end of spring semester in the current academic year or as stated in the criteria.
- If you are awarded a scholarship, you must sign an acceptance letter agreeing to the terms of the scholarship and write a thank you letter to the donor before funds will be released, and you will be expected to attend the scholarship awards banquet or to send a representative on your behalf.

Getting Started

- For best results, allow yourself at least 3-4 weeks to gather materials and write your letter(s) of application/personal letter.
- Apply for every scholarship for which you meet all of the criteria. Scholarship committees will not consider candidates who do not meet the criteria.
- Make copies of the blank application materials to use for drafts and practice.
- Complete all required information, and sign and date the application.

Letter(s) of Recommendation

- At least three weeks before the due date, request letter(s) of recommendation from faculty, employers, and/or personal references (as indicated in the criteria) who know you well and can specifically address your strengths.
- Meet with letter writers in person, and review the requirements with them.
- Notify your letter writers of scholarship deadlines, and offer them addressed and stamped envelopes for the letters they'll write. Supply them with everything they'll need to write strong letters with specific details. If possible, give each letter writer:
 - a draft of your letter of application/personal letter,
 - your résumé or curriculum vita, if it's relevant,
 - an unofficial copy of your transcript (a photocopy is fine),
 - coursework or papers that reflect your best student work,
 - descriptions of your co-curricular or community-based activities, and
 - other materials that will help him/her write an outstanding letter.
- Submit the number of letters, but no more, than the guidelines state.

Letter of Application/Personal Letter

NOTE: This is a critical step. Take your time, and do it well.

- Address all criteria overtly; headings may help you organize.
- Choose language that reflects overlap between your interests and values with those of the scholarship's sponsor.
- Use key words from printed materials in your letter, and emphasize qualities that the committee may be looking for.
- List awards and activities beginning with the most recent.
- Use specific details and precise language.
- To stand out, show your personality--without using the word "I" excessively.
- Engage your audience with personal examples that help the audience connect with you, especially in the first and final paragraphs.
- Clearly state your goals.
- Answer all questions.
- Discuss more than your major and/or career goals.
- If the criteria list a length, stay close to it without exceeding it.
- Show drafts of your statement to people for feedback.
- Revise, edit, and proofread until the letter reflects your best effort--no typos.
- Use a standard font, such as 12 point Times Roman, with 1" margins.

Unofficial Transcript (if required)

NOTE: A DARS report is not a transcript.

- If the scholarship(s) for which you are applying have a GPA requirement, program requirement, or state that you submit a transcript, complete this section.
- Go to century.edu.
- Click on "Register for Classes."
- Check the "Display Name" box. (Failure to check this box will result in your application being disqualified.)
- Enter your Century Student ID (not your SSN) and your PIN.
- Click "Login."
- Click on "Grades and Transcripts" from the menu on the left.
- Select "Academic Record" from the menu on the left.
- Sort chronologically.
- Click on "Get Academic Record."
- Make sure your name and ID are on the transcript.

Submission

- See the "Scholarship Checklist" on the reverse of this page for specifics to make sure you've included all necessary material.
- Make a copy of your application materials for your own records.
- Mail or deliver your application before the published deadline.

Afterward

- Write thank you notes to each of your letter writers.
- To save time in the future, create a scholarship file with copies of your application materials and letters of recommendation that people have given you.
- Relax and enjoy your accomplishment.