

SEARCHING & APPLYING FOR SCHOLARSHIPS

The ultimate checklist



The process of searching and applying for scholarships can be stressful and daunting, but, with a checklist and plan in place, it doesn't have to be!

Before you jump right in, make sure you...



IDENTIFY YOUR GOALS

Decide how much money you want to aim to realistically earn, and balance this with how much time you want to dedicate to searching and applying for scholarships. Set SMART (specific, measurable, attainable, realistic, timely) goals!



GET ORGANIZED

Create a spreadsheet that you can use to keep track of the scholarships you find, their application requirements, deadlines, etc. Also, make a separate email that you can use specifically when applying for scholarships, so important information doesn't get lost.



LOCATE YOUR SOURCES & RESOURCES

Do your research on the free scholarship sites and resources out there, and start by picking 2-3 that you feel comfortable with. Remember, you should never pay to search for scholarships! Don't forget to search offline for local scholarships as well.



While you're searching, don't forget to...



VARY YOUR SEARCH CRITERIA

Switch it up by performing searches based on different criteria, such as your major/area of study, gender, interests, ethnicity, and extracurricular activities. Don't be afraid to think outside the box!



PUT THAT SPREADSHEET TO USE!

When you find scholarships that you want to apply for, take note of them using your scholarship tracker spreadsheet.



As you work on your applications, remember...



TO REACH OUT FOR LETTERS OF RECOMMENDATION

The last thing you want is to work hard on an application, only to not be considered because you didn't get your letter of recommendation(s) in on time. Reach out to your teachers, mentors, and other LOR potentials as early as possible!



TO LET YOUR AUTHENTIC SELF SHINE THROUGH

Be creative in infusing your personality and everything that makes you UNIQUE into your application, whether it's through short responses, essays, or video submissions. It is super important to use your creative submission areas wisely, since they are the most telling of who YOU are.



THAT IT'S OKAY TO REPURPOSE OLD ESSAYS

You don't need to recreate the wheel for every single scholarship essay. Repurposing old essays can save you tons of time. Just make sure that you amend the essay so that you are answering all of the prompts and questions in their entirety, and getting specific to that scholarship provider.



Before you hit "SUBMIT", don't forget to...



EDIT & PROOFREAD YOUR ENTIRE APPLICATION

You've worked hard on filling out the application, writing those essays, and completing any additional pieces of the application. Now is the time to make sure that effort shows! Bonus points if you have a family member or friend read it over, too.

