Hints for Writing Scholarship Applications

- **Identify and address the scholarship sponsor's goals.** Many applicants simply look to fill the bare requirements of the scholarship sponsors. Put yourself in the position of the person making the decision as to who should be awarded a scholarship. Why should you receive a scholarship rather than someone else? Reflect on this, and note anything which adds value to your submission, so the decision-maker can see why YOU should be awarded a scholarship. (Give the decision-maker something to work with.)

- **Spell-check and proofread,** and get someone else to check both your Application Form and the accompanying submission. Then do it again! Most scholarship sponsors will not even consider a scholarship with typographical errors and grammatical mistakes.

- **Use specific examples in your submissions.** (eg If the sponsors are seeking someone actively involved in the community, don't be vague – give specific examples of your experiences in this field.)

- **Do not rely on your parents to do the work.** If considering further studies, it is important to get used to researching topics and writing essays. One of the spin-offs of doing your own work is that you will build your confidence in both your abilities and knowledge. (It is often evident to a decision-maker that a submission is not the work of the applicant)

- **Check the eligibility requirements.** Don't waste time applying for scholarships for which you are not eligible. This may seem obvious, but this simple check is often overlooked, meaning applicants waste valuable time on applications for which they will not be considered. Conversely, apply for all scholarships for which you ARE eligible.

Common mistakes to avoid

- Missing the deadline

- Not including requested information

- Not following directions

- Not proof reading or spell-checking

- Not answering questions

- Supplying a dirty or dog eared had copy

These are all obvious mistakes, but it is surprising how often they occur. There may even be good reasons why they occurred. A scholarship committee however, is highly unlikely to consider applications containing any of these mistakes.

- **Check your email regularly.** Scholarship applicants may be sent important information via email.

- **Research.** If applying for a Corporate scholarship, ensure that you have undertaken some research about the organisation, as you would if you were applying for a job with that organisation.

- **Provide supporting documentation.** You will be asked to provide documents such as educational transcripts and personal statements.

- **Participate in extra-curricular activities.**
Scholarship committees are interested in a student's involvement in extracurricular activities as well as their TER score. Eg – any after school job, community/sporting involvement, volunteering, student council participation. These factors indicate positive attributes such as teamwork, and motivation, which will be highly-regarded.

Do not assume.

Do not assume that the scholarship committee knows anything about you.

If it is relevant information, INCLUDE IT in your submission.

Do not assume that you won't have a chance. Many potential applicants don't bother applying for certain scholarships, assuming that they wouldn't be successful.

Maybe you won't be successful, but maybe you will, and you certainly won't be successful if you don't apply.

You have nothing to lose except the time spent preparing the application. This time will be spent regardless, as you will learn from the process.