SCHOLARSHIP APPLICATION
CHECKLIST

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Financial aid, such as scholarships and grants, can make college and trade school affordable. Use the checklist below to help you streamline your scholarship application process.

Below is a list of things you may need access to when applying for scholarships.

SCHOLARSHIP APPLICATION CHECKLIST

Tip: Gather these items and save them in one safe location, like a digital folder. This will save you time, application after application!

ACADEMIC

- ◯ High School or College Transcripts
- ◯ Standardized Test Scores
- ◯ Recommendation Letter
- ◯ Top College Choices
- ◯ GPA
- ◯ High School Code

PERSONAL BACKGROUND

- ◯ Contact Information
  - ◯ Full name
  - ◯ Address
  - ◯ *Phone number*
  - ◯ *Birth date*
  - ◯ Email address: *Be sure to use an email you check often!*
  - ◯ *Parents' names and employment*
- ◯ Student Resume or Brag Sheet
  - ◯ School activities: *Include any specific roles you hold in an organization or sports team, i.e. captain, president, etc.*
  - ◯ Community service
  - ◯ Awards or honors
  - ◯ Employment: *Summer jobs, internships, assistantships, etc.*

FINANCIAL

- ◯ Parents' income and/or most recent federal tax return (dependent students)
- ◯ FAFSA Submission Summary or FAFSA Student Aid Report (SAR)

MISCELLANEOUS

- ◯ Scholarship Essay
- ◯ Portfolio
- ◯ Video Entry/Essay

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SCHOLARSHIP APPLICATION STEPS

- ○ Research your top college choices to find merit-based (AKA institutional-based) scholarship opportunities for incoming students.

- ○ Create your own scholarship application goal and ask someone to help you stay accountable. (Adjust your goal to fit your schedule.)

- ○ Create or update your Fastweb profile to get scholarship matches sent your way that you should consider applying for.

BEFORE SUBMITTING YOUR SCHOLARSHIP, CHECK THE FOLLOWING

- ○ Did you proof all essay/video submissions?

- ○ Did you use the correct address?

- ○ Was your personal statement included?

- ○ Did you attach/include every scholarship application requirement?

- ○ Did the video require a social post and a specific hashtag usage?

- ○ How many letters of recommendation were required?

Ask a teacher or peer to double-check your scholarship application "packet" before you submit it to ensure that you've included all requirements.