

SCHOLARSHIP APPLICATION TIPS

The following definitions identify the types of educational funding available to students:

- **Scholarship and Tuition Awards** - Free money that helps pay for a student's educational expenses. Receiving scholarship and tuition awards may be used to reduce student loan indebtedness. Students must actively apply to each opportunity based on specific criteria.
- **Financial Aid Grants** - Awarded to students based on the completion of a Financial Aid Application (FAFSA) and determined by the student's financial need. Unlike a loan, grant funding does not need to be repaid as long as the student maintains their financial aid eligibility.
- **Direct Student Loans** - Offered to students based on the completion of a Financial Aid Application (FAFSA) and determined by their financial need. Direct student loans are borrowed from the Department of Education and are repaid 6 months after a student graduates or takes a leave of absence.

Evergreen students are encouraged to apply for scholarship and tuition awards as a way to assist with educational expenses. Evergreen's 2017-18 opportunities can be found at www.evergreen.edu/scholarships. **The scholarship application deadline is February 1, 2017.**

The 2017-18 Financial Aid Application was available beginning October 1, 2016. In order to meet Evergreen's priority deadline, your FAFSA must be complete and processed by the federal processor before **February 1, 2017**. Your FAFSA must include Evergreen's school code (008155). Apply at fafsa.ed.gov.

Helpful Hints When Applying for Evergreen Scholarships Start early!!!

It is important to be thorough and include all requested information in an application because incomplete applications will not be forwarded to the Scholarship Committee.

One general letter of application may not fit all the scholarship applications: a separate letter may be needed for each scholarship in order to meet the requirements.

In your letter of application include what you have done academically, what skills you have developed, and how you may apply those learned skills in your future career. Detail recognitions and awards you've received. Emphasize activities that show your talents and passions, especially those that demonstrate your ability to lead, take initiative, persist through adversity and care for your community. Outline your future goals.

It is important to include why you chose Evergreen and how Evergreen will help you move towards your educational goals in an application.

Scholarship readers do not receive student records, so include stories, academic successes, activities and community service in each application. All of this information helps the Scholarship Committee learn about you.

Writing the Letter of Application

The main purpose of your letter of application is to convince the scholarship provider that you're the student they've been looking for to receive the scholarship.

This is what we consider a high-stakes document. To produce an effective letter of application, you will want to devote time to each stage of the writing process: brainstorming, drafting, revising, editing, and proofreading. Each person has a different process. You may want to free write, develop an outline, create a mind map, etc.

When writing a letter of application, think carefully about the question being asked and use this opportunity to tell the selection committee things about you that might not be shown elsewhere in the application.

Bring together important experiences from your past and present with your future plans and goals in order to communicate your story. Show that you have seriously thought about your plan for the future even if you are uncertain about some aspects of it.

Your letter of application should have a professional, academic, and formal tone. A personal tone can be used in your personal stories.

Telling your struggles is important, but explaining how you have overcome them is even more important.

Do not use words or spellings you would use when texting.

Requesting Letters of Recommendation

Think carefully about who you should ask to write letters of recommendation on your behalf. Letters of recommendation are usually not written by family members, but rather by faculty members, employers or members of a community organization where you have volunteered. Choose people who can speak to your strengths and your ability to address areas for growth and improvement.

A student who chooses to apply for more than one scholarship and is requesting a letter of recommendation does not need a separate letter for each scholarship. A general letter can be addressed "Dear Scholarship Committee," and the same letter may be used for all applications. Do not include the letter in a sealed envelope: this just adds more work for the Scholarship Office.

At Evergreen, if you have letters of recommendation that support your efforts and you are applying to opportunities that do not require letters of recommendation, it is okay to submit those letters along with your application – scholarship committees only see what is in front of them. For off-campus scholarships, you should adhere to the instructions for that opportunity or contact the organization/foundation directly.

Send a thank you letter to the people who wrote a letter of recommendation for you.

Before You Submit Your Application

Be sure to have someone proofread your application and letter of application for grammar and spelling.

Read your completed letter of application question again and then read your letter of application to be certain that the letter of application addresses every point.

Save copies of every application that you complete so you don't have to start from scratch each time.

If a "portfolio" is not required, then it is not necessary to put your application in a binder, folder or envelope if you are hand delivering your applications to the Scholarship Office. This causes extra work for the office. The office prefers that you create a cover page with the following information:

- Student name
- Student A#
- Contact Information
- Name of Scholarship

Applications should be stapled or held together with a binder clip.

The order of papers for each application should be:

- Application for the scholarship
- Letters of recommendation
- Transcripts

If a scholarship application requires additional information such as papers, graphics or artwork to be reviewed, it is recommended the information is saved as a pdf and placed on a CD or thumb drive.

Have someone open the information on a different computer than your own to ensure the information can be accessed.

Any artwork, CDs or thumb drives can be placed in a plastic page protector sleeve to be attached with the application.

Researching Off Campus Opportunities

Don't be shy about contacting scholarship providers. Be sure you contact each provider in the manner they've requested, whether it's email, fax or formal letters, as it's important that you follow the directions of any scholarship application.

Don't ignore small awards. There is more competition for larger awards, and the small awards add up.

Scholarships are available from many places. Spending time searching for them can be well worth the effort. Places to search for scholarships include:

Organizations and employers - Ask about scholarship opportunities any place where you have a connection including clubs, societies, fraternal organizations, your place of worship, your employer or your parents' employer(s), and businesses.

Free on-line scholarship search services:

- [Scholarship Bulletin Board](#)
- [FastWeb](#)
- [FastAid](#)
- [CollegeScholarships.org](#)
- [Scholarships.com](#)
- [The Scholarship Page](#)
- [Washboard.org](#) (a scholarship search service for Washington residents with funding from Washington organizations and foundations)
- [CollegeSuccessFoundation.org](#)

You should never have to pay to submit a scholarship application. If you receive unsolicited offers to assist you in finding scholarships that seem too good to be true, they probably are.

Be wary of scholarship scams. If you have any doubts about a scholarship organization or foundation, avoid it.

Every scholarship provider, donor, and review committee is looking for a specific student who meets unique criteria. Your research will be beneficial as you prepare your application.