



Scholarship Search Checklist

A successful scholarship search takes time, but it is well worth the effort when you are awarded a scholarship to help fund your higher education. Good luck with your scholarship search!

Step 1 – Seek out scholarship opportunities

- Check with local organizations including churches, community groups, fraternal organizations, and clubs.
- Ask your parents to check with groups with which they are affiliated and with employers.
- Ask your high school counselor about possible scholarships.
- Consider electronic scholarship searches. You can begin with www.finaid.org.
- Don't get scammed. Be wary of organizations that require you to pay a fee in order to find scholarships. For further information, go to www.finaid.org/finaid/scams.html.

Step 2 - Obtain the scholarship application

- Call the source of the scholarship and get the information you need OR request a scholarship application by email or mail. If you don't receive the application follow up to make sure they received your request.

Step 3 - Review the scholarship application

- Read the application carefully. Make sure you know exactly what information is required.
- Write the application due date on your calendar.
- If a transcript is required, make sure it is officially sealed by your school. Do not open the sealed envelope!

Step 4 - Complete the scholarship application

- Many scholarship applications require letters of recommendation. Ask someone who knows you and your work well to write scholarship recommendations – maybe a teacher or your counselor.

To assist them in writing a good recommendation provide:

- Enough time to write a strong letter
- A copy of your resume or something written about yourself
- The name of the organization, scholarship criteria, and deadline for the application
- Gentle reminders as you near the application deadline
- You may need an essay or statement of purpose for your application. If an essay is required, make it concise, well-organized, interesting and without errors. Allow time for rewriting.
- Type all application forms, letters, essays, questionnaires, or any other information that needs to be sent as part of the application process.
- Proof read your application materials at least twice.
- Have someone else proof read your application materials.

Step 5 – Submit Application (mail or online)

- Make a copy of all your materials.
- Maintain a reference notebook for all scholarship requests with reminder dates and information you included with your application materials.
- Call to make sure your scholarship information was received and that the information is complete.

Step 6 - Continue your search for scholarships.

- Don't stop looking for additional scholarships. Continue to search the Internet and check with your high school counselor for updated information.

Financial Aid Resources available on the Internet:

- General information about planning and paying for your education (www.students.gov)
- General financial aid information (www.finaid.org). Includes links to various on-line scholarship searches including free scholarship searches.
- Information about scholarships for Kansas residents (www.kansasregents.org)