

TIPS FOR COMPLETING A SCHOLARSHIP APPLICATION

“You never get a second chance to make a first impression”

Before submitting your scholarship application, ask yourself:

- *Does my application make a good first impression?*
- *Will my personal statement essay make me stand out above the rest?*

1. Read the scholarship **eligibility criteria** and apply if you meet the requirements.
2. When is the **deadline date**? Be sure to submit your scholarship application on time or before the deadline date. Late entries are not processed.
3. Do you need a **letter of recommendation** and/or an official transcript? Give yourself plenty of time to receive the required items (at least two weeks).
4. **Typed vs. handwritten.** A typed application is more professional; treat it like a job application. If you handwrite the application, PRINT neatly and use a black ink pen. Never use pencil, it does not copy well.
5. Your scholarship application should be neat, grammatically correct, and with no spelling errors.
6. If you attach an additional page to the application, list your name at the top. For a MiraCosta Foundation scholarship, list your name and ID# on each page.
7. Complete all sections of the scholarship application; an incomplete application will not be processed.
8. Visit the MiraCosta Writing Center for assistance with your Personal Statement essay.
9. Be sure to sign and date the application.
10. If you have questions about completing the MiraCosta College Foundation scholarship application, contact the Scholarship office at (760) 795-6751.
11. Visit the MiraCosta scholarship website **www.MiraCosta.edu/Scholarships** often and review the list of scholarships available.