

Syracuse University
Office of Financial Aid & Scholarship Programs

Applications and Essays

Are you ready to complete an application? Have these items nearby when applying for outside scholarships:

- **Profile of personal information**
- **List of career and college interests**
- **Employment experience**
- **Community Service experience**
- **High School transcripts (if a first year student)**
- **College transcripts showing most recent semester and cumulative GPA**
- **Financial information: financial aid award notices, tax returns, W-2 statements**
- **Other items as requested**

Are you excited about starting the applications? Don't forget to:

READ – the scholarship requirements carefully.

FOLLOW DIRECTIONS – be sure to provide everything that is required but do NOT send in extra documentation. Many scholarship sponsors may disqualify you for not following directions.

PHOTOCOPY – all application documents before you begin and use the copies as drafts as you complete your application. However, use the original application for your actual submission.

COMPLETE – your application neatly and legibly. Answer all the questions and don't leave blanks. If you can't answer a question or it is not applicable, say so.

PROOFREAD – your application, and ask someone else to proofread it also.

BE AWARE OF YOUR DEADLINES – give yourself enough time to request recommendations and necessary documents like academic transcripts.

KNOW YOUR REFERENCES – scholarship applications often ask for several references or recommendations and they don't mean personal friends and relatives. Instead, think about asking faculty, advisors, or employers who know you well. Make sure you give them enough time to write a thoughtful recommendation.

CONTACT – the sponsor or organization if you have any questions.

And finally, it's all about the essay:

The chances of winning a scholarship, can hinge on the actual essay itself. Make it perfect and stand out. Students can contact the Writing Center at <http://wc.syr.edu>, located at 101 H.B. Crouse Hall, for assistance in writing their essay.