

# General Information for Applying for Awards & Scholarships

## General

- Create a folder to organize scholarships by months, categories, etc.
- Reference letters
- Essay
- Transcripts that are signed and validated
- Volunteer or Community involvement
- Know Your Alberta Student Number (ASN - 9 digits)

## References

Most scholarship applications ask for two to three references which should include:

1. Teacher, Counsellor or Administrator
2. Personal Reference (cannot be family member)
3. Someone who can speak to your volunteering/community involvement.

## Scholarship Application Checklist

- Give people notice if you need a reference
- Provide the person who is writing references with information about you and the scholarship you are applying for
- Try to find at least one reference from someone outside of school
- Read over the scholarship application form
- Check to make sure you do qualify for the scholarship
- Duplicate a copy of the application first and use it as a rough draft
- Check the deadline - leave yourself enough time to complete the package
- Make sure your application is legible and complete
- Figure out all financial requirements
- Fill in all questions or boxes
- Ask for your transcripts to be stamped and signed by school personnel
- Attach any other forms, if needed
- Have someone proofread your draft and completed copy.
- Make sure you sign and correctly date the forms in black/blue ink
- Make a photocopy of the completed form and put it in a safe place
- Put the correct postage on envelope and put it into the mail in sufficient time
- Phone to make sure it has been received. Allow two weeks from time of mailing

## Interested Students Should:

- Attend Scholarship Workshops scheduled to assist students
- Develop a Scholarship Portfolio
- Check daily announcements on a regular basis for information about scholarships
- Become aware of websites and other resources