

EDUCATION ABROAD

Organizing the Scholarship Process

Make a list of scholarships for which you plan to apply and track important information.

Scholarship	Deadline	Eligibility	Application Requirements	Submission Instructions
What is the actual, official name of the scholarship?	List these chronologically, so you can attack these applications in a strategic order	Always make sure you are clear on a scholarship's eligibility requirements	Never submit an incomplete application. Make sure you know exactly what you need to make your application complete.	Is the application submitted hard copy? Via email? Via Carmen? As a PDF? Is the application entirely online?
		Note that "preference for" is not the same thing as "required."	Is there a specific personal statement prompt?	If the submission requires technology (PDF, email, Carmen, online, etc.) submit your application at least 36 hours ahead of the deadline so that you are not penalized by technology problems.

Do your homework

- Know the application
- Know the scholarship
- Know the selection process

Allow a lot of preparation time

- Spend a lot of time on the personal statement
- Do you need to order transcripts? Get a letter of recommendation?
- Do you need to have a research topic nailed down? A service project planned out?

Reference Etiquette

If you need a letter of recommendation to complete your application, there are good ways and bad ways to request these. The good ways include:

- Approach your intended referee well in advance of your deadline. Ask if they would be willing to write a letter of recommendation for you.
- Offer your referee a copy of your personal statement, your advising report, and/or a recent resume or CV. Also provide your referee with complete instructions and all necessary forms. Your referee should not be left to guess what you're up to; that will hinder their ability to write a good recommendation.
- Give your referee plenty of time to draft the letter.
 - If your referee has been asked to submit the recommendation separately, make sure that you have provided all the necessary contact information. If a hard copy needs to be submitted, provide your referee with an addressed and stamped envelope.
 - If your referee has been asked to return the reference to you, be willing to make arrangements to collect the reference at a time convenient to your referee.
- Is this referee writing multiple recommendations for you? Clearly lay out what you're requesting. If it's possible for this referee to tweak a single letter for multiple purposes, they will be grateful to know that in advance.
- Think you'll need this person again for future recommendations? Handwrite a thank-you note. That goes a long way

What makes a good referee?

When possible, references for study abroad programs and study abroad scholarships should come from recent faculty or GTAs who can speak to your academic abilities. Are you a transfer student or a freshman? You can look off campus for these referees. Unless explicitly stated otherwise, high school teachers or professors from previous institutions can also be great resources.