# Organizing the Scholarship Process

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

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Deadline</th>
<th>Eligibility</th>
<th>Application Requirements</th>
<th>Submission Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the actual, official name of the scholarship?</td>
<td>List these chronologically, so that you can attack these applications in a strategic order.</td>
<td>Always, always, always make sure you are clear on a scholarship’s eligibility requirements.</td>
<td>NEVER submit an incomplete application. Make sure you know exactly what you need to make your application complete.</td>
<td>Is the application submitted hard copy? Via email? Via Carmen? As a PDF? Is the application entirely online?</td>
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<td>Note that “preference for” is NOT the same thing as “required.”</td>
<td>Is there a specific personal statement prompt?</td>
<td>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.</td>
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</tbody>
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**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 he or she 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 his/her 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, s/he 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.

Who 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.