Hints and Tips

* Read through scholarship materials entirely. Pay close attention to deadline dates.
* Each semester your GPA will be recalculated so keep in mind your rank in the class may change according to your GPA.
* You should try to do some scholarship searches on your own; however, remember you should **never** have to pay for a scholarship search. Check out the [Independent Scholarship Search Sites](file:///C%3A/Users/yp003/AppData/Local/Temp/Temp1_yp003.k12.sd.zip/yp003.k12.sd.us/Scholarship%20serach%20sites.htm) link.
* Many scholarship applications may ask for your ACT/SAT score. If you are unsure or do not remember, please let your school counselor know as the school receives a copy. Your score will also be printed on each transcript.
* Do as many of the scholarships on-line as you can. It may be beneficial to print a copy for your records as many scholarships ask the same questions and require similar information.
* If you would like to transfer a PDF file to a Word document to better work with and manipulate the document to apply, visit [www.pdftoword.com](http://www.pdftoword.com/)
* 10 Suggestions for Putting Together an EXCELLENT APPLICATION/SCHOLARSHIP
1. Research relevant information: Your time is valuable during your senior year. Decide on those scholarship applications whose descriptions most closely match your skills and abilities. Stop and assess.....IF the scholarship program states that all applicants can juggle and you have never attempted this activity, then the application may not be worth your time.
2. Deadlines: Give yourself plenty of time for the many applications you will complete. Create personal deadlines and stick to them!
3. Accuracy: You've been asked to be accurate since you entered 1st grade. This is the time to put that consistency into action. Every application, **read the instructions**
4. Attitude: Only you can determine how you will come across on paper. You are your best advocate.
5. Personal Survey: Give some time to thinking about who you are. Your job is to get a message across to a committee who has not met you personally. Make a list of 10-12 adjectives that pertain to you and use them in your application.
6. Feedback from those who know you best: Ask people who know you well to add to your personal survey. You may not think of yourself as competitive, but if everyone else who describes you uses that word, you need to give it some thought.
7. Skills: How can they set you apart from the other thousands of applicants? This is the time to toot your own horn. ***Be scrupulously honest*** but consider that the committee only knows you by reading your application and recommendations.
8. Recommendations: Ask people to write for you who know you personally. Your choice of recommender also says something about you.
9. Essays and short answer: Should provide the scholarship committee with examples of ways in which you have been successful.
10. Proofread, proofread, proofread: Ask your counselor or teacher to proofread your work and make suggestions.
* Once you have been accepted by a post-secondary institution, be sure to check with the admissions representative about potential scholarships unique to the institution.
* REMINDER if you need a transcript sent with a scholarship or for any other reason you must email me and allow 2-3 days for processing.
* ALSO if you are in need of a recommendation letter and will be asking a teacher, family friend, religious figure, etc.; it is only courteous to allow them enough time to write a great letter for you. It may be beneficial to find an individual who may have also attended the same institution in which the recommendation is for. To assist the individual in composing a great letter, you may want to give them a list of activities you are involved in at school, in the community, through the church, etc.
* You will have the option of **2 excused** days from school to attend a post-secondary school campus. The counselor must know ahead of time so you are not counted absent; your parents will also need to call in.
* Be sure to write a Thank-you to all scholarship providers. It is good etiquette to show appreciation for monies received for post-secondary purposes.