

PREPARING FOR SCHOLARSHIP APPLICATIONS

Scholarships, awards and grants are available to assist in financing your education. Many scholarships are awarded based on academic achievement, athletic involvement, leadership, community service, area of interest and the institution you plan on attending.

Eligibility: One of the first considerations is to determine what your strengths and achievements are. The table below can help you reflect on your skills and attributes, to begin to narrow down the kinds of scholarships you will be a candidate for. It is important to go directly to the scholarship web site and thoroughly check to ensure that you are eligible for the scholarship before you embark on the application process. This will also help ensure that you provide all the necessary documentation for the scholarship application.

PERSONAL INFORMATION	
Name: _____	Favourite Subjects:
Grade: 10 11 12	_____

Post Secondary Desires:	
Specific Post Secondary Program? _____	
Specific post-secondary institution? _____	
College	Tech Institution
University	
Western Canada	Eastern Canada
Maritimes	USA
Other	
Estimated GPA:	
Most recent 5 academic courses:	
Course: _____	Mark: _____
Course: _____	Mark: _____
Course: _____	Mark: _____
Course: _____	Mark: _____
Course: _____	Mark: _____
	Average: _____

Parents: Employer: _____ Service member / Veteran? _____ Volunteer ? _____ Post Secondary Training? _____	Grandparents: Employer: _____ Service member / Veteran? _____ Volunteer ? _____
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Personal Information you may want to consider:

Religious Affiliation: _____

Cultural Background: _____

Banking Member: _____

Clubs or Organizations you or a family member belong to: _____

TYPICAL SCHOLARSHIP CRITERIA

As part of the selection process for scholarships, you will often be asked to demonstrate how you qualify for the scholarship. Look at your experiences and activities and decide what they illustrate. Be thorough and careful to consider all of your accomplishments. Even the smallest activities can demonstrate special skills or qualities that are unique to you. Some of the criteria you may be asked for in a scholarship application include:

Voluntary Service and Citizenship

Citizenship refers to activities that you have been involved in that help support the community. Many citizenship actions are voluntary, but they do not have to be. For example, if you teach people how to ski, and work with the local ski club to assist in putting on events you are supporting community recreation. Volunteer work can be almost anywhere in the community. Some examples can include your local hospital, helping at various Olympics and Games events, being a member of a service club, singing in the church choir, looking after children at a public event, or even cleaning up after a school based activity. Citizenship and volunteering refers to occasions when you have been of service to others.

Extracurricular Clubs/Groups/Activities

This is an activity above and beyond what is expected of you in regular classroom studies. This can include school clubs and organizations but will also include non school clubs and organizations (ie. Sports, drama, dance, 4H, Girl Guides, Scouts, Cadets, etc.) Most importantly, your activities should represent your varied talents and passions outside the class room. The reviewers are trying to get a sense of who you are and what you believe in. Make sure your activities reflect that.

Hobbies/Interests:

Leadership Positions:

Athletic Ability:

This can include any athletic participation you have had: school teams, local or municipal teams, coaching or assistant coaching experiences, volunteering you have done to assist others in their athletic endeavors, athletic groups and clubs, individual athletic activities.

The Essay or Personal Statement:

This can be one of the most important components of your application process. The essay provides the admissions committee information to become more acquainted with who you are; what you want to study and why; experiences you have; and what you plan on doing with the degree once you have mastered it. It also serves as a writing sample and interview.

Clear writing is essential. The first and most important task is to decide what you want to say. This is a short essay. You must be highly selective. Consider carefully what you wish to impress upon the reader. Correctness and style are vital. Check and check again your spelling and grammar. Ask several individuals to read and criticize a draft of your essay.

Awards/Recognitions:

Jobs I have held:

References:

Make sure the person who is providing you a reference knows you well enough to give an opinion about you and write something on your behalf. Start early. Discuss your plans with your recommenders now, even before the application is available. Let them know what you would like to study and why you want to apply for the scholarship.

People who might provide a reference: _____

Financial Need

Work out a forecast of the cost of going to post-secondary school and the potential funding that you have. The web site links under the "loans" section provide good resources for calculating your level of financial need. Often, application forms will ask you specific questions with respect to the costs of going to school and the sources you already have to access money to assist in paying those costs.

Transcripts:

For scholarships that consider academic achievement, you will be required to submit a transcript of your grades or a certified copy of your report cards. Official transcripts or interim transcripts are available from Alberta Education or from your school counsellor.

<http://education.alberta.ca/students/transcripts.aspx>

My Alberta School Number: _____

Residence Requirements:

Many scholarships require that you have been a resident of a particular area for a certain amount of time. Your residence is your home, where your parents live, even if, as a student, you are away from home. If you are on your own, your residence is likely where you are presently living and have been for a minimum time.

Record of Searched Scholarships:

THE APPLICATION:

- Make a copy of each form to use as a working copy.
- Type your application, or use black ink, blue and red do not photocopy well. Never cross out or write over an entry.
- Use letter sized paper (8 1/2" x 11") white or off-white.
- Give clear and full answers to every question.
- Be sure to answer every question.
- Mark response boxes with an X: no check marks, no words.
- Do not write in the margins or outside the answer boxes. Attach a separate letter to clarify or add to the information requested.
- Proofread Your Application Carefully. Use your computer's spelling and grammar check features. Let someone else (parent, teacher, or friend) read your application.
- Be sure all forms are signed and dated by you and your parents.
- Keep a copy of everything
- Send your applications by registered mail and keep your dated receipts from Canada Post.

Include a Cover Page:

***Jason James Jones
1234-12th Avenue.
Cold Lake, AB, T9M 5V3***

Applying for: (name of scholarship)

Contains:

- The Application Form*
- Resume, 2 pages*
- Reference Letters, 3 pages*
- Total 8 pages*

Date: _____