



YOUR- Scholarship Process:

<https://www.cuyamaca.edu/financial-aid/scholarships/how-to-apply-for-scholarships.php>

Three - BASIC Steps:

I. Complete a Scholarship

- Print each new pdf scholarship application or Complete Online Applications as designated by sponsor
- Read **ALL** instructions/highlight important points on the application
- Hand fill out application **rough draft** completely or online application with passwords can be done in steps
- **DO NOT** turn in a handwritten applications or with all "UPPERCASE" or "lowercase," UNLESS SPECIFICLY DIRECTED BY THE SPONSOR.
- Fill out the Final Application online and "**print**" or Complete an Online Application CAREFULLY and "**Submit**"
- Print application on regular white paper (**2 Copies**) 1 - To send & 1 - To use as a reference later
- Keep track of your **Username** and **Password** as they may be used multiple times.
- **Sign and Date** the PDF Applications or Online Applications may use ID number

II. Complete Personal Statement

- Read and follow **ALL** Personal Statement Instructions/Essay
- Answer each question completely/if needed use examples to make your point to help answer questions
- Make sure the personal statement/essay conforms to the sponsor's requirements
- Make sure to do spelling, grammar, punctuation, style, flow, and readability checks on your work
- Use the **Essay webpage** for "Do's & Don'ts" further guidance and "**Writing Resources**"
- Print on regular white paper. Use a **New print cartridge**. Save a copy of the **final draft** w/ Q's on computer.
- **Sign and Date** the Personal Statement/Essay

<https://www.cuyamaca.edu/financial-aid/scholarships/breakdown-essay.pdf>

III. Requesting Reference Letters

- Read the **ALL** application instructions, the sponsor will state No. & Type(s) of reference letters needed.
- Provide the reference with some general background information to assist them in writing their reference letter - **EXAMPLE:** Your major, hobbies, interests, challenges faced/overcome, or goals in **no more than one paragraph 5 - 8 sentences**.
- Letter focus on students virtues/qualities. This **DOES NOT** mean "ACADEMICS/Work Skills" but "**Whole Person**"
- Use **only** those reference letters that clearly speak well of you; Reference letters may be used for 9 – 12 mo.
- Read Reference Letters and send **ONLY** the number of Reference Letters requested

<https://www.cuyamaca.edu/resources/assets/pdfs/financial-aid/schl-ltr-ref.pdf>

Mailing the Complete Package

- If mailing use a "Manila" envelop or turn in **COMPLETED** Scholarship Package As Soon As Possible, **DO NOT** wait for sponsor to answer your submission.