



Scholarship Process:

<http://www.cuyamaca.edu/services/finaid/scholarships/scholarship-process.aspx>

The BASIC Steps in the Scholarship Process:

I. Complete a Scholarship

- Print each new blank scholarship application
- Read and follow **ALL** instructions/highlight the important points on the application
- Hand fill a **rough draft** of the application
- **DO NOT** turn in a handwritten applications / No all "UPPERCASE" or "lowercase" application Finals documents.... Unless DIRECTED BY THE SPONSOR. (See Process webpage)
- **Fill out** the Final Application online or other method (See: How to create textbox for PDF), also spell and grammar check.
- Print application w/a new cartridge on white paper (**2 Copies**) 1 - To send to **Sponsor** & 1 - To **SAVE** as Reference
- **Sign and Date the Application**

<http://www.cuyamaca.edu/services/finaid/files/Documents/Example%20to%20Insert%20Text%20box%20in%20PDF.pdf>

II. Complete Personal Statement

- Read and follow **ALL** Personal Statement Instructions/Essay
- Answer each question completely/use examples to support your answer
- Make sure the personal statement/essay conforms to the sponsor's requirements
- Do spelling, grammar, punctuation, style, and readability checks on all papers
- Use the "Scholarship Essay Writing Resource" web page for assistance & "Do's & Don'ts" for guidance
- 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**

http://www.cuyamaca.edu/services/finaid/files/Documents/Essay_Format_Examples.pdf

III. Requesting Reference Letters

- Read the **ALL** application instructions, the sponsor will state No. & Type(s) of reference letters needed.
- Let Reference know it is best to write a General Reference Letter.
- 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**.
- Give references a "**Thank You**" card for their reference letter
- 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

http://www.cuyamaca.edu/services/finaid/files/Documents/Reference_Letter_Outline.pdf

IV. Mailing the Complete Package

- Use Manila envelopes to mail or turn in **COMPLETED** Scholarship Package As Soon As Possible **DO NOT** wait.