

Scholarship Applications



So you've found a scholarship that you intend to apply – now what?

Applying for a scholarship can be compared to applying for a job. Your application **must address the selection criteria**, and stand out from the other applications. Your task is to convince the selection panel that you are a worthy recipient for a scholarship. **Easy really!**

1. Have a go! Most scholarships receive relatively few applicants.
2. Read the application form, selection criteria and regulations (where available) of the scholarship very carefully! This will help you understand what the selection panel will be looking for when they decide who gets a scholarship.
3. Write neatly, spell correctly and complete all required information on the application form.
4. Don't miss including any vital information in your application. On the other hand don't include a lot of unhelpful fluff! Ask yourself, does this help me meet the criteria?
5. Include a brief covering letter even if this is not specifically asked for. Introduce yourself and explain why you believe you meet the criteria for the scholarship.
6. Attach all documentation which the application form asks you to provide. If for some reason you can't supply a certain document, explain why.
7. If the scholarship is awarded on academic merit, make sure you attach photocopies of any academic records (e.g. evidence of courses completed, school reports, NZQA Record of Achievement etc).
8. Do not include original documents apart from supporting letters, and do not place applications in a clear file (Applications will probably need to be photocopied for the selection panel, so simply staple your documentation together, attach a covering letter and place in an envelope. Don't forget to send it in before the due date!)
9. If the scholarship includes criteria other than academic merit (such as leadership potential, community involvement, sporting achievements etc), make sure you include evidence which supports your achievements in these areas. References from people with recognised leadership in these areas (coaches, tutors etc) are very useful. Be selective; if you send in too much, not enough attention will be paid to the information which is really important. However, make sure you have included enough to give the selection panel a good insight into your activities.
10. The best applications take time to write and organize. Think about what you write, proof read well, and take the time to include relevant information. It will be well worth it!

(this guide has been written with the kind assistance of the Scholarships Office, Waikato University www.waikato.ac.nz/research/scholarships/ August 2005).

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