

Scholarship Application Tips

Applying for a scholarship is a great way to get extra funds to assist with study costs. Researching scholarships you are eligible for, collating the necessary information and submitting your application takes time, effort and organisation.

RESEARCH SCHOLARSHIPS YOU ARE ELIGIBLE FOR

Start looking early

- **Looking** on the internet is a great first place to start.
- **Check out** the many sites listed on the WITT scholarship Website
- **Check out** the GivMe national scholarship database available on the WITT website under "Scholarships".

Allow time to carry out your research

Finding a scholarship you are eligible for and one that gives you the best return for the conditions takes time, as does collecting and collating the necessary information, having documents verified, getting references etc.

So start your research early and avoid disappointment by missing deadlines.

Be organised

- **Keep track** of scholarship closing dates as they vary.
- **Create** a separate file for each scholarship you plan to apply for and file by closing date.
- **Consider** keeping a calendar of application deadlines and follow-up appointments.

Check for eligibility

- **Read** eligibility criteria carefully.
- **Check** for restrictions such as gender/sex, age, nationality, ethnicity, schooling, disability, religion, grade passes or other special groups/categories.
- **Shortlist** the areas that match your criteria and only apply if you meet the criteria.
- **Contact** the organisation responsible for the scholarship if you are not sure if you meet eligibility criteria.

COLLATE THE NECESSARY INFORMATION

Familiarise yourself with the scholarship requirements

Each scholarship has its individual requirements. Apply separately for each scholarship. Take careful note of what each scholarship is asking for and provide the information accordingly.

Extra tip: Collect information on the organisation, its philosophy/goals. You may need to explain how your application meets the philosophy/goals.

Provide evidence as requested

Scholarship applications often ask for evidence.

Evidence is **not** what **you** write or say – it is documentation from other sources. E.g. evidence of hardship may require bank statements or a bank letter verifying your average balance, over a designated period of time, say a 6 months.

Evidence of community involvement may require a letter from a sports coach, a sports team manager or club president.

In some cases **evidence** is asked to be verified/certified. In such cases the original is to be sighted by a Justice of the Peace (JP, there are currently 4 JP's on Campus) and the photocopy signed and dated accordingly.

Ensure the information supplied is accurate

Provide a correct contact address (if this is likely to change during your study time make sure any correspondence will be passed on to you). This is important as you may be sent a letter of offer which you need to sign and return within a specified timeframe. If you do not respond the scholarship may be offered to another candidate.

Supply references and referees as requested

Only provide references if they are asked for. If references are requested, give your referee a copy of the regulations for the scholarship so that the reference can be written with a particular focus. Make sure that you tell referees about every scholarship you have applied for in which they are listed as a referee.

Extra Tip: If you are applying for more than one scholarship, ask your referee to please write the scholarship name on each reference.

SUBMIT YOUR APPLICATION

Presentation is important

Where possible type the application form, most Scholarships can be applied for Online. If you're not sure how to answer any questions seek advice.

Complete all pages of the application form and make sure all questions are answered. Assemble all supporting documentation in the order requested e.g. Curriculum vitae, birth certificate, school records, academic records, bank statements etc.

Some organisations may ask you to submit a set number of copies of your application.

Do a final check before posting by ensuring:

- Someone else has checked and proof-read the application
- You have supplied all the information required
- You have completed and included all required evidence
- The application form is dated and signed
- The application is sent before closing date
- The application is well presented

GOOD LUCK WITH YOUR APPLICATIONS