

Scholarship Checklist Quick Overview

(Please see full checklist for helpful tips and details)
© by the Brazos Education Foundation

Planning Activities

- Identify your college major
- Research careers/ job opportunities within major
- Identify and apply to colleges that have your intended major
- Evaluate your scholarship potential. (GPA, test scores, extracurricular, service, writing skills)
- Consider studying for and retaking SAT/ACT. Raising your score a few points can mean thousands of dollars.

Scholarship Research

Determine method for organizing potential scholarships:

- Set up any calendar, spreadsheet, or file system as needed

Finding Potential Scholarships:

- Search financial aid web pages for all colleges you are applying to. Also check to see if a higher test score will increase aid awarded.
- Search scholarship books
- Check with parent and grand-parent employers and organizations for scholarships
- Search local high school scholarship databases
- Utilize scholarship search engines (ex: fastweb)

Building Your Resume (See Attachment A for a Sample Tracking Form)

- Community Service:** Seek out and diligently record all community service
- Extracurricular Activities:** Seek out and diligently record all extracurricular activities
- Honors and Awards:** record all honors and awards
- Employment:** record all employment, including contact names, addresses, phone numbers
- Essay:** Get help in writing the scholarship essay. Have your essay proofread. Answer essay prompts and abide to word limit.

Supporting Documents

- Request **letters of recommendations** from multiple people. Ask recommender to make the recommendation general (not scholarship specific) and for multiple signed copies.
- Thank the person who provided you with the letter of recommendation.
- Request multiple **transcript** copies from your high school and college (if taking dual credit)
- Keep copies of all completed scholarship applications
- Consider mailing all scholarship applications with tracking or receipt requested

FAFSA (Free Application for Financial Student Aid)

- Request PIN for: 1) student and 2) one parent
- Complete the FAFSA at <http://www.fafsa.ed.gov/> as early after January 1st as possible
- Send FAFSA to all colleges that you have applied to
- Once you receive your award letters, compare them. You may use comparable school award letters to negotiate a higher award at your first choice college.

Employment, Internships, Summer Activity				
Job Title	Employer	Hrs. per week	From:	To:

□

□