Annual Foundation Scholarship Application Checklist

Start Here:
- **Sign up for an account/login here:** seattlecolleges.academicworks.com
- **Questions?** Visit the Seattle Colleges Foundation's scholarship webpage or email scholarships@seattlecolleges.edu

Scholarship Timeline: These are important dates and deadlines for the Foundation scholarship application.

- **February 15** – Application opens
- **April 21 by 11:59 p.m.** – Applications closes
- **April 22** – Application submission notification
- **April 28** –References Due
- **April 29 – May 13** – Applications reviews
- **May 24 – May 28** – Interviews conducted for some scholarships
- **June 1** – Award announcements (may vary)
- **June 15 –** Accept scholarships

> ### KEY Scholarship Application Tips:
> - Always hit "SAVE & KEEP EDITING" to keep your work
> - Answer all questions; don't leave blanks
> - Be sure to click on "Finish & Submit"
> - Edits can continue up until the scholarship application deadline
> - Apply for additional opportunities
> - Not sure about your plans for next academic year? APPLY!

Scholarship Application Questions/Categories:

Which one of the Seattle Colleges are you currently enrolled in?

References

Students are required to provide two references. At least one reference should be a Seattle College staff or faculty member. Once a student submits a reference's information, an email will be sent to them with a questionnaire. It is the student's responsibility to make sure references complete their questionnaires. References will have up to a week after the scholarship deadline to complete their portion.

- **Identify the best person for the job**
  Your references should be able to address your academic ability, work ethic, personal characteristics, potential, and community/campus involvement. Pick your references strategically so as many of these areas as possible are represented. Choose advisors,

instructors, mentors, employers, co-workers, etc. We will not accept references from family or friends.

- **Prepare your references adequately**
  Ask references for letters with plenty of time for them to give a good recommendation (weeks, not days). Meet with them and bring information on your work, goals, interests, achievements and purpose of the scholarship.

Personal Information
- Full name, previous names
- Birth date
- Gender
- Race/Ethnicity
- Specialized information related to the scholarship if applicable

Education History/Academic Information
- Information about your college or schools you have attended in the past
- Other confirmation of attendance/participation
- Unofficial Transcripts or Current Class Schedule

Work/Volunteer/Family Responsibilities History
This information is typically requested to get a sense of your non-academic commitments and leadership roles. The review committee will be looking at what you do above and beyond basic requirements.
<u>Be sure to include</u>:
- All activities, including special skills and/or family responsibilities
- How many hours per week do/did you spend on this activity or responsibility?
- Awards or special recognition

Financial Information
- Financial Status
- Have you completed a FAFSA or WASFA for 2021-22?
- Do you currently receive financial aid? *This question does not affect your eligibility for scholarships. Students can receive scholarships in addition to their financial aid, but do not need to qualify for financial aid to be eligible for scholarships.*
- If yes, select what types of Financial Aid that you currently receive?
- Do you claim any dependents on your income taxes?

Three Short Essay Prompts – Written Statements
1. **Personal Statement**: Tell us about yourself and your story. Please describe your journey or experience and how it has shaped you. Tip: A sufficient response should range between 300-400 words.
2. **Purpose Statement**: Please describe an experience that demonstrates your perseverance and/or progress you have taken towards your educational goals. Tip: A sufficient response should range between 200-300 words.
3. **Statement of Financial Need**: Please tell us about your financial situation and what impact receiving a scholarship would have on your life. Think about how your daily life would change and/or the larger impact a scholarship would have on your finances, your

academics, your motivation, etc. Additionally, please share if there are any foreseeable changes or unknown elements regarding your ability to afford college. Tip: A sufficient response should range between 200-300 words.

<u>This is your chance to show the review committee who you are. It's important to talk about:</u>
- **Personal**: What motivates you (why will you be successful?); Your commitments: work, volunteer, family, community, church, campus activities (emphasize leadership roles and long-term commitments)
- **Purpose:** What you are studying and why (don't let them make assumptions – explain your thinking); Your future plan – what you plan to do when you complete your studies (and how will you give back?); and/or Your personal history, if relevant (do you have a special connection to your area of study? have you experienced significant experience and overcome them? Were you inspired by a special person or event?)
- **Statement of Financial Need**: How a scholarship would help you achieve your goals (be specific)

The Importance of Proofreading
It is very important to have someone else proofread your essay. Proofreading is the most important thing you can do. Here are some helpful tips for improving your essay after you write it:
- Proofread it yourself, and give it to at least 2 others. Choose people who know you in different ways.
- Read the text out loud. Sometimes you can *hear* things you don't see when you *read*.
- Use spellcheck.
- Look for one type of problem at a time. Check word choice, then spelling, then punctuation, etc.

Resumes (or CVs) are not required as part of the scholarship application, but it's a good idea to include one. A resume or CV allows you to touch on commitments, accomplishments, and interests that may not have a place in other application materials. Just like the written statements, prepare it early and give it to others to proofread. Important things to highlight include special recognitions or awards, leadership roles, family responsibilities, and work or volunteer experience.

College Resources: Some of these resources can proofread your written statements and may help you complete your application.

- **Writing Center/Student Learning Center:** North, Central & South
- **E-Tutoring ONLINE**: North, Central & South
- **United Way - Benefits Hub**: North & South
- **Advisors**: North, Central & South
- **Counselors**: North, Central & South
- **Career Services**: North, Central & South
- **Multicultural Services**: Central & North
- **For TRIO students**: North, Central & South

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