# Cuyamaca College

# Scholarship Process

## *Scholarship Process:*

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

## *The BASIC Steps in the Scholarship Process:*

### I. Complete Paper/PDF Scholarship Applications

- 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 Unless DIRECTED.
- **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 wite paper **(2 Copies)** 1 - To send to **Sponsor** & 1 - To **SAVE** as Refrence
- **Sign and Date the Application**

### Complete Online Applications

- Take your time entering    "**All Information**"
- Ensure numbers are entered correctly **"Like Beginning ZERO'S"** in **"Student ID Numbers"**
- Enter dates exactly the way the system prompts you.
- **"Double Check"** all information for spelling punctuation, format, and clarity **"BEFORE"** you submit your application on any online application website, this includes **"AcademicWorks"**   .
- Keep track of your **"Username and Password"** as they may be used multiple times to edit the online application.

### 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, flow, 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**

  https://www.cuyamaca.edu/services/finaid/scholarships/scholarship-essay-resources.aspx

### 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

  https://www.cuyamaca.edu/services/finaid/files/Documents/schl-ltr-ref.pdf

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