



Maricopa Community Colleges Foundation

Changing Lives...Making Dreams Come True.

Scholarship Application Instructions

STEP 1 READ CRITERIA CAREFULLY. *Be sure to note the application deadline. Plan carefully to have the application and required materials prepared before the deadline--it's best to give yourself as much time as possible. Before filling out an application, you should evaluate your eligibility. If you feel that you meet or nearly meet the criteria, applying for the scholarship is a good decision. If you do not meet the criteria, you may find that focusing your time and energy on scholarships for which you do meet the criteria might increase your chances of receiving an award. When reviewing criteria, be sure to pay close attention to any additional items you may need to include with your application (i.e. recommendation letters, personal essays, etc.).*

STEP 2 FILL OUT THE APPLICATION COMPLETELY. *Do not leave applicable fields blank. Submitting an incomplete application can severely hinder your chances of receiving a scholarship. Put a significant amount of thought and effort into filling out the short essay questions. These questions help the scholarship committee determine your financial situation, as well as your commitment to your education and long-term career goals.*

STEP 3 INCLUDE A COPY OF TRANSCRIPTS AND/OR GED INFORMATION. *If you are a high school senior, include a copy of your high school transcripts. If you are a continuing college student, including dual enrollment and ACE students, supply a copy of your college transcripts. If you have been away from college for a significant amount of time or you are an adult entering college for the first time, you are not required to submit transcripts. If you are submitting college transcripts, be sure to include transcripts from every institution you have attended over the past two years. Unofficial transcripts are sufficient. However, if you choose to submit official copies, please be sure to remove them from their envelopes.*

STEP 4 INCLUDE ADDITIONAL ITEMS. *Some scholarships require letters of recommendation, personal essays, or copies of additional documents. Give yourself ample time to write essays and obtain letters of recommendation. Be sure to remove letters of recommendation from their envelopes.*

STEP 5 REVIEW YOUR APPLICATION AND SUPPORTING DOCUMENTS. *Before you submit your application and supporting documents, you should review them for completion and accuracy. Make sure all pertinent fields are complete and there are no typos. All transcripts and supporting documents should be removed from envelopes and attached in the following order: application, transcripts, supporting documents. You should save a copy of your application for your records.*

STEP 6 SUBMIT YOUR APPLICATION. *Mail your application and supporting documents to the address on the criteria flyer. Do not drop your application off at your college's financial aid office. Faxed applications will not be accepted. Applications postmarked on or before the due date will be accepted.*