

From Fastweb.com

Scholarship Checklist

Follow these steps when applying for a scholarship:

- 1. Research applicable scholarships**
- 2. Organize scholarships by deadlines**
- 3. Review the scholarships' requirements**
- 4. Set up interviews (if required)**
- 5. Prepare any portfolio (if required)**
- 6. Request reference letters (Many sponsors will want them. Make sure you give your references adequate time to prepare. You will most likely receive a better quality reference this way.)**
- 7. Request or print any special application forms**
- 8. Fill out first application (in chronological order by deadline)**
- 9. Research and write essay (if applicable)**
- 10. Review and edit all pieces of application**
- 11. Make copies of all pieces of application**
- 12. Submit application in requested form (electronic, mail etc)**
- 13. Check with sponsor to verify they received your application and all documents**
- 14. Move on to next chronological application**