



Scholarship Information Contact: Mary Dimick 651/450-3714

In an attempt to help you prepare a more complete scholarship application, we have prepared the tips help sheet. It answers most of your questions regarding the application, and may help to improve your odds for a scholarship. If you have questions after reading through these tips and the application, please contact Mary Dimick. Remember, you can't receive a scholarship if you don't apply! Good luck!

## **Inver Hills Scholarship Application TIP Sheet**

1. **Read through the entire application.** This will answer most of your questions, and provide a complete overview of application requirements.
2. **Make a note of all attachments that are requested.** These include transcripts, recommendation letters, essay questions, etc.
3. **Letters of Recommendation:** Recommendations can lend credibility to your application. Request them as soon as possible. Ask former and current instructors or employers, clergy members or other credible sources that know you. Prepare a typed outline of information about yourself that will help them to write a good letter on your behalf, which includes your educational and career goals, academic success, honors/awards/achievements, volunteerism, hobbies and interests, and possibly other relevant personal information. Request either a scholarship recommendation letter, or a general letter of recommendation that can be used more broadly. Start a file of these letters that can be used for future applications. ALWAYS ask for the letter at least two weeks in advance of the date needed, and send a thank-you note for the recommendation. You may also want to follow up and let them know the outcome of your application, especially if you are awarded a scholarship.
4. **Narrative:** There are three questions that should be answered in a maximum of 300 words each. These will usually fit on one sheet. To make it easy for the evaluation committee to review, I suggest you number your answers according to the questions. I also recommend you have at least two others review your essay answers; the writing center is staffed with people who can provide excellent editing at no cost.
5. **Volunteerism or community service, and honors, recognition and achievements:** If you have few and have enough room to list them on the application, please do so. Otherwise, type up a sheet with all your information and submit it as an attachment. Remember to include a title and your name at the top. Include things like honor roll, awards, participation in clubs and organizations, and any other achievements. For volunteerism and community service, list names of organizations, jobs/tasks and dates. Include information that is recent, within the past two years.