

## Application Essentials

Here are some essential tips for conducting your fellowships campaign in a professional manner. You want to work in a manner that promotes success... both for the present and the future.

- It is never too early to start searching for funding and start preparing for the application process. Keep a list of your past and current activities, awards, and achievements.
- Pay close attention to deadlines, eligibility restrictions, and the guidelines given in the application. Read and re-read the guidelines carefully.
- Ask your references at least a month in advance. They will write better letters if they have sufficient time to get to know you, and if they know that you respect their time.
- Supply your references with information they need to write effectively, including a list of your activities, your resume, a summary of your grades or a copy of your transcript, and information on the fellowship's purpose and guidelines.
- Create a checklist and timeline of necessary items for your application. Include dates you will obtain each item, number of copies needed, etc. Be sure to include deadlines for rough drafts and revisions. The fellowships office can help you make sure you have everything you need to submit a complete application.
- Note the difference between Postmark Deadline and Receipt Deadline. Assume it is a Receipt Deadline if the application does not specify. Mail your materials with some margin of error (if possible) and use a trackable courier like FedEx or UPS when necessary.
- If you need transcripts, order them well in advance. You will find that not all institutions supply transcripts quickly (although many perform the task admirably). Check on the status of your transcript request when appropriate. There is a \$10 charge at MU for each copy of your transcript.
- Draft your materials on a photocopy of the original. Once you have perfected it, you can submit the original form. You should strive for a pristine application: no errors of spacing, spelling, punctuation, messy correction, bad alignment, sloppy copies, etc. Get others to read your application because you will probably miss some obvious errors. Find readers who will read critically. See the Web pages listed below for tips on grammar or make an appointment with the Learning Center at the Student Success Center.
- Always type your application. Pasting and photocopying text generated on the computer can work well. Just make sure to eliminate lines from the final copy and watch for crooked text.
- Remember to make a copy of the final application for your records. You may want to use elements of the application for future scholarship applications.

**Persevere.** Many very qualified individuals are turned down for top scholarships. "It is inevitable that some defeat will enter even the most victorious life. The human spirit is never finished when it is defeated... it is finished when it surrenders." **Ben Stein**

Adapted by the MU fellowships office, from the Kansas State Web page, <http://www.k-state.edu/artsci/scholarship/tips.shtml> with permission from Jim Hohenbary.