

## 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 early***—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. For online applications, take into account the time zone in which the application deadline is being enforced.
- ✓ ***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 application carefully.*** Watch out for autocorrect errors, formatting issues and other mistakes. Pay close attention to your word/character count (check your fellowship's requirements!). If copying and pasting responses into an application, make sure that the formatting of your essay remains standard. Contact the Fellowship's Office if you are unsure of your program's requirements.
- ✓ ***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**

### Fellowships Office

M128 Student Success Center ❖ 573-882-1395 ❖ [fellowships@missouri.edu](mailto:fellowships@missouri.edu)

---

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