

# Tips on Applying for Scholarships

Education and Student Support Department

Student Exchange Division

International Education Section

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## 1. Before applying

- Read the application guidelines carefully to determine whether or not you meet the requirements. Be sure to take note of any obligations for scholarship recipients in addition to the application requirements and details of the award. (E.g. mandatory attendance at conferral ceremonies and exchange events, submission of periodic assignments to the scholarship organization, etc.)
- Make sure you have all the required documents on hand. In particular, many students forget to submit academic transcripts from their previous curricula.
- If you have applied to other scholarship organizations via either university recommendation or direct application, you cannot apply for any further scholarships, even if you do not yet know the results of your other applications. (Except in cases where both scholarships permit receipt of multiple scholarships at the same time.)
- Screening methods vary depending on the organization. If there is an interview, note the travel expenses, location, date/time etc., and be sure you will be able to attend.

## 2. Application documents

- Do not reuse documents from previous applications, even if you are applying to extend a current scholarship. Always prepare new documents.
  - Do not use erasable pen (e.g. Frixion); always fill out application forms with a black ballpoint pen. (Application documents written in erasable pen cannot be submitted to the scholarship organization.)
  - During the screening process, your application documents will greatly influence the impression you give. Fill out all forms neatly so that they are easy for the evaluators to read.
  - If you make a mistake, do not use corrective tape/fluid or cross out the mistakes. Prepare a new form instead.
  - Do not abbreviate your undergraduate/graduate school's name; enter the full name.
  - Be sure to read and follow all notes and instructions on filling out the forms.
  - As a matter of courtesy, fill in at least 70-80% of the space provided for each short-answer/essay question.
  - After you have finished, double check your application to make sure that no items are blank. In particular, enter answers even for items not applicable to you, e.g. "None" (or "0" for amounts) etc.
- \*If outputting data from Excel, check to make sure all characters fit within the provided spaces.

### **3. Other**

- If you have any questions about the application requirements or how to fill out the forms, please inquire with the person who handles scholarships for your department. Do not try to individually contact the scholarship organization.
- Note that recipients of the President Fellowship or other scholarships that pay tuition may not be able to apply for a tuition exemption for the duration of that scholarship. Be sure to check with the person who handles scholarships for your department.
- If you plan to apply for a scholarship directly (without going through the university), or to extend a scholarship, you must contact the person who handles scholarships for your department and inform them beforehand.