

How to Apply for City College of San Francisco Scholarships

This guide provides you with useful tips on how to complete a scholarship application. A scholarship application is a representation of you and requires attention to detail, completeness, and prompt submission. The **Personal Statement** and the **Letters of Recommendation** are vitally important parts of your scholarship application and should be started as soon as possible.

Preparation for a Scholarship Application

1. Review the scholarship listing, note the application deadlines and familiarize yourself with the individual scholarship conditions
2. Understand the eligibility requirements of the scholarship
3. Read the essay questions and write them down on a separate piece of paper to “think and reflect” before you begin writing. Your personal statement is an essay about you.

The Importance of the Application’s Components

The individual committee members look closely at the entire application. The academic record, information about accomplishments, activities, the letters of recommendation, financial need and the personal statement help provide insight into the applicant’s character and level of achievement. These factors enable the committee to evaluate what a scholarship can offer the student and what the recipient offers to his/her community and the college. It is very important that all items on the form be complete. If there is something missing, the application will be considered incomplete and withdrawn from consideration. If additional information is submitted with the application, it will not be used in the decision-making process. Take time to review the form carefully before turning it in to the Scholarship Office. Also, be sure to double check the requirements on the scholarship announcement. It is the student’s responsibility to make sure that they have all the required forms for each scholarship.

Gather the Information Requested

Review the eligibility requirements of the scholarship and make sure that you fit the criteria. Many scholarships have similar eligibility requirements. Make sure you apply for all scholarships that you are eligible for. Remember, this is a competition. If you don’t receive one scholarship, you may receive another.

1. Personal Information

This section asks for general information: name, address, ID number, phone number and email address.

2. Educational Information

This section asks for your educational background, what your current status is in the college and what your future educational plans are.

3. Activities

This section provides you the opportunity list all organizations, clubs and extra-curricula activities as well as community and volunteer services you have participated in, both on and off campus.

4. Employment

This section requests you list your current and previous employers.

5. Statistical Information

This section assists in determining your eligibility for various scholarship requirements.

6. Financial Status

This section asks for a detailed account of your financial status and will be considered if financial need is a criterion for receiving a scholarship. Be as specific as possible. If your expenses exceed your monthly income, you are asked for an explanation. (e.g. I was employed until last year and now I am living on my savings.)

Gather your financial information. This could be from tax returns or your FAFSA and loan forms.

7. Unofficial Transcript

Print a copy of your unofficial transcript and your courses-in-progress from the CCSF website. If you have a break of several years in your college attendance, all of your records may not be online. The Transcript Office in Conlon Hall 107 can help you get a complete unofficial transcript. This will take few weeks, so be sure to request the information early in the semester.

8. The Complete Package

The individual committee members look closely at the entire application. The academic record, information about accomplishments, activities, the letters of recommendation, financial need and the personal statement help provide insight into the applicant's character and level of achievement. Missing data, misspellings and careless preparation reflect negatively on the application. This step-by-step guide is designed to help you prepare an application that will catch and hold the reviewers' attention and assure their careful consideration. Make sure you sign and date the application.

Additional Requirements

Extra essays, letters of recommendation from outside sources, proof of employment or education plans may be required for individual scholarships. Make sure you review the scholarship announcement carefully and complete all of the requirements before submitting the application to the Scholarship Office.

MAKE A PHOTOCOPY FOR YOUR RECORDS

You have spent a substantial amount of time gathering and composing this information. It may serve as a draft for other applications in the future.

Submit the complete application package to the Scholarship Office or to the location specified in the scholarship announcement on time. Don't wait until the last minute. While some outside agencies will accept late applications, those that were received on time are given first consideration.

Remember, this is a competition.