

Anderson/Kokomo Scholarship Application Tips for Success

1. Start early! It takes time to complete the application and secure recommendations from directors/managers and a peer.
2. It is important that you take the time to fill in all the areas of the application correctly. Applications that are missing information or are not complete with all attachments will NOT be accepted. **Don't leave any field blank - especially contact at university and student id#*
3. Put thought and effort into your answers to the brief essay questions on the application. These questions are designed to help members of the Selection Committee get to know you and are considered the most important part of the application by many committee members. Reflect on the [**Mission and Values of Ascension St. Vincent**](#) and include those thoughts in your essay responses. Think about why you want to further your education.
4. Please take the time to proofread or have someone else proofread your application. The Selection Committee often penalizes applications that include bad grammar, misspellings and punctuation mistakes.
5. When you approach someone to ask them for a recommendation, explain what you need, and the deadline for submission.
6. It is helpful to provide copies of your resume or your work history and accomplishments to those you have asked to provide recommendations. This will make it easier for them to write a strong recommendation.
7. Follow up with your references by writing a thank you letter or email. Do this immediately after asking them to write a letter for you. In your letter to them, mention some reasons why you need the scholarship and remind them of your accomplishments. This will help them write a stronger recommendation letter.
8. The complete application, including your personal information and letters of recommendation must be submitted online. We are unable to accept any applications or supporting materials in any other format. If you are selected to receive a scholarship, you will be notified that a receipt of registration for the semester will be required.

Remember: Your application and all supporting materials, including manager/director and peer recommendation, must be completely submitted by midnight April 1 in order to be considered for a scholarship.