

Three Months Before:

1. General Scholarship Information:

- Make an appointment to meet with someone in the Office of Scholarships and Fellowships to help start you on your journey. You can do this by emailing scholarships@fiu.edu or stopping by Undergraduate Education in PC 238. You will continue meeting with them throughout your process.
- Begin to familiarize yourself with all scholarship information online.
- Look to see which scholarships are of interest to you.
- Write down a list of requirements for each scholarship.
- Make a set of deadlines for each scholarship. If you missed a scholarship this year, add it to your personal calendar for next year and you'll be sure not to miss it again.
- If possible, create a file in a USB and a physical file folder to keep all your documents together. The more organized you are the easier it will be to stay on track.

(For a detailed explanation of *important scholarship components* see the Scholarship Timeline Glossary: [provide link](#)).

2. Essay:

- The majority of scholarships require an Essay or Personal Statement. Start to look into what type of essays you need to write and begin to jot down ideas about things you may want the scholarship committee to know.
- Talk to family, peers, and professors about your ideas for your essay.
- Do some research on winning scholarship essays, using the web for information. Many scholarship websites provide examples of winning essays.
- Try and go to the library and find books on writing skills or visit the FIU Writing Center (<http://writingcenter.fiu.edu/>) and make an appointment to see what resources they have available for you.
- HINT: Writing one very strong essay will allow you to return to that essay and edit components as appropriate to each scholarship. You should focus that one essay on your academic and life goals and how a scholarship will help you meet those goals. You should include in your essay “your story” and any special accomplishments.

3. Letters of Recommendation:

- Most scholarships require letters of recommendation from professors, so it is critical that you begin establishing good relationships with your professors. (See the Scholarship Timeline Glossary for a *Who* and *How* of Recommendation Letters.)
- Begin to reach out to your professors about your intention to apply for a scholarship and explicitly ask if s/he is willing to provide a letter for you. You should include brief information about the scholarship and deadlines. Sending a friendly reminder within one week of the deadline is a good idea. Also, make sure to be thankful and respectful in all your communication with your professors and let him/her know if you received the scholarship.
- Start to set up dates to meet with your professors to discuss your letters of recommendation.

4. Resume:

- Some scholarships require an updated resume. Therefore, make sure to review yours carefully and update it. Research to see what a “college student’s” resume looks like.
- Consider setting up an appointment with Career Services (<http://career.fiu.edu/students.php>) in order to have your resume reviewed.

5. Transcripts:

- Some scholarship will require an official transcript from all institutions you attended. Therefore, make sure to review the process to request transcripts from all institutions. At FIU, requests are made through Enrollment Services: <http://onestop.fiu.edu/current-students/Transcripts/Index.html#Transcripts>. This request can take time, so make sure you request this well in advance of the deadline.

Two Month’s Before:

1. General Scholarship Information:

- At this point you should be very familiar with the scholarship requirements so begin by creating your file folders with all the necessary information.
- Add resources and information to your file that will assist you in successfully completing your application.
- Make sure to keep copies of everything you do as the documents you have for this scholarship may serve for future reference.

2. Essay:

- At this point you should have a good idea of how you’re going to approach your essay, so begin writing down a first draft.
- Make your appointment with the FIU writing center to review your first draft.
- After your appointment, rewrite a second draft.
- Share your essay with peers and family and have them review your essay.
- Consider all their ideas. If you do not feel comfortable with their ideas or changes to your essay, do not change it. Go with what you think is a good change, keeping in mind that this essay is yours and not everyone else’s.
- Take the final draft to the Writing Center for some final pointers.

3. Letters of Recommendation:

- When you meet with your professors you must be prepared and dressed appropriately.
- Know who your professor is and what kind of information they may want from you.
- Be prepared to give quick facts as well as detailed explanations about the scholarship depending on what your professor would like.
- Facilitate the letter of recommendation process for your professor by either sending an email with all the recommendation information or printing out hard copies depending on what is more convenient for them.
- If you need to mail any letters of recommendation make sure to supply professors with a prepared envelope. This means addresses are written in and postage is provided.

- Provide information about you that can help them remember you or that can assist them when writing your letter such as your overall GPA, your work and volunteer experience (if any), your accomplishments in research (if any) and a list of any honors you have received or expect to receive.
4. Resume:
 - Continue to review your resume and make appropriate changes.
 5. Transcripts:
 - Order your transcripts.
 - Be sure to pick them up on time and pay on time. (Most are not sent online to the appropriate addresses, so the student needs to make sure all those are correct and there is no unnecessary delay in the process.)

One Month Before:

1. General Scholarship Information:
 - Start packaging all of the scholarship requirements in a folder or envelope with the appropriate number of copies required by the scholarship as well an extra final copy for your reference. Most submissions are now online, so students must pay attention to file formats such as only submitting in Word or PDF and special restrictions related to font and spacing or page limits.
 - Remember that presentation is important. If a student submits a sloppy application readers will take notice.
2. Essay:
 - Your essay should be at its final stages.
 - You may want to setup one last appointment with the FIU writing center and make some final adjustments.
3. Letters of Recommendation:
 - By now you should be ready to pick up your letters of recommendation from your professors.
 - Be sure to show gratitude by sending your professor(s) a thank you note if possible and make a copy of your letter of recommendation for your records.
4. Resume:
 - Your resume should also be ready to be printed.
 - When printing the resume, use professional paper so as to make it as presentable as possible.
5. Transcripts:
 - Your transcript should be ready to be packaged into your scholarship application.

<http://www.csulb.edu/~psy301/lettersrec.html>