

Scholarship Application Procedure

It is **your** responsibility to **review** the scholarship criteria to determine which specific scholarship you are eligible to apply for and to **follow-up** on the progress of your application. However, HCC counselors are available to provide application forms and to assist you with the application process.

By following the guidelines listed below, you can simplify the application process and improve your chances of obtaining a scholarship.

1. **Read** the criteria carefully to determine whether or not you are eligible to receive the scholarship.
2. **Meet** with an HCC counselor to obtain an **application form** and to discuss the application procedure.
3. You may be eligible for more than one scholarship. **Assemble one scholarship application** even if you are asking to be considered for multiple scholarships and be certain to include **all required** information. If official transcripts **are** required, you must supply official transcripts from each college or university you have attended. Sample resumes and a cover letter are included in this book for your reference. Ask your references for "To Whom It May Concern" letters, so that the letters can be used for various scholarships. **Keep a copy of each packet for your own records.**
4. **HCC Transcripts.** If you are applying for a scholarship through an HCC Counseling Office, the counselor will request a copy of your official HCC transcript (at no cost to you) and forward it along with your application packet to the appropriate committee. If you are applying directly to an organization, it is your responsibility to request an official copy of your HCC transcript(s).
5. **Financial Aid/Financial Need. All** scholarship applicants are required to apply for financial aid. If the scholarship for which you are applying requires that you demonstrate financial need, you must complete the 2011-2012 Free Application for Federal Student Aid (FAFSA) and submit the 2011-2012 Financial Aid Status Information Page (FASI and AIDE Pages), which can be obtained from the Financial Aid Office, with your scholarship application. The FAFSA can be accessed at www.fafsa.ed.gov
6. **Neatness Counts!** Applications, cover letters and resumes should be typed.
7. **Observe Deadlines!** Plan to submit your application **before** the deadline, especially if the counselor will need to request copies of your HCC transcript.

CHECKLIST:

Do you have this information available for each scholarship for which you are applying?

Application form

Cover letter

Resume

Letters of recommendation

Official Transcript(s)

Other required documentation