

## **Tips for Submitting a Great Study Abroad Scholarship Application (or any application for that matter)**

### 1. READ!!!

Read the entire application, including fine print so that you clearly understand the instructions. If something is unclear, ASK! It is better to ask and fill out the application correctly, than assume and write it in wrong.

- Make sure to note words that are underlined or in **bold**. If it says “pick ONE” organization, then make sure you write about one, not 2, 3 or 4. If it says do not put your name on the essay, then do not put your name on the essay.

### 2. Do not be lazy!

When filling out an application, reviewers want to see that you are putting time, effort and thought into the application and not just writing it on a whim. After all, there is a lot of money at stake here.

- So if it says fill out your Last, First, and Middle name, completely write them all out. Do not put nick names, and do not put your middle initial. If it says middle write your whole middle name. So make sure the application replicates what it says on your transcript.

e.g. Smith                      Nicholas                      Zachary (correct 😊)  
Last                      First                      Middle

Smith                      Nick                      Z (wrong 😞)  
Last                      First                      Middle

- Do NOT use acronyms, (unless you give the complete word first). So write out Kansas State University (KSU). Do not just write KSU or K-State from the get go. This may seem odd since we all know what K-State is, but these small details can be the difference between \$100 and \$500.

### 3. Be professional!

- This relates back to putting time and effort into your application. Reviewers want to see maturity in students who are going to experience travel abroad. As such, do not use slang words such as “cool” etc. to describe/explain reasons for studying abroad. In fact it’s better not to use ‘cool’ or slang in general in any part of your essays.
- Do not use contractions in your writing (i.e. use ‘do not’ instead of do not).
- Use spell check, but make sure you proof-read your essays when you are done because ‘abroad’ and ‘aboard’ are not the same thing, but spell check will not catch that!
- If you are filling out your application by hand use a pen. Make sure you use the same color for the whole application instead of switching between black, and blue. Also, if writing by hand, make sure you only use black or blue pen. Remember to write legibly.
- When typing your essays, make sure you print with black ink. Make sure you use the same font on all the essays (usually Times New Roman size 12 is the default on most applications/resumes/essays).
- If you are filling out your application by hand and make a mistake you have three choices:
  - 1. Start over (especially because it doesn’t take long to re-write your name etc.)
  - 2. Cross out your mistake with ONE smooth line over the mistake. Do not scribble all over the place so hard that it leaves an indent in your paper.
  - 3. Use white out. But again, do not leave chunky white out marks.

### 4. Other helpful hints

- Make sure you stick to the page limit (one page = one page. It does not =1.5 pages). That being said, make sure you make use of the page limit. Do not write one or two sentences for the 1 page you have got.

- Answer the question! If the question asks you to state your goals, state them; do not just fill space writing about items irrelevant to the topic.
- Answer ALL of the questions asked on the essay, because like most essays, the essays in this study abroad application have multiple parts.
- Make sure you do not combine the essays. If there are 4 check boxes, that means there are four separate things that you should be writing.
- Do not assume things about the university you will be studying in, so do not make comments that are presumptuous. A country can be different than yours but it's probably not a good idea to label it as being better or worse than your own. Also do not say things like "it'll be easier there than at K-State" That too is being presumptuous. You may think what you wish, but that is not relevant to the application.
- Make sure you know the definition of the words you are using in your essay, because if you use them out of context it doesn't make sense. Also, some words may not mean what you think they mean...To 'tolerate' someone has negative connotations, so it is probably not a good word to put in an essay.
- Do not lie on your application, especially since your transcript is included the reviewers will find out the truth!
- Try to be as specific as possible (i.e. look into what the office of international programs actually does so you can write about specific activities that you can help with). Anyone can write a generic essay, but a good essay involves knowledge of the material!
- Remember that your cumulative GPA is the total GPA you've had since you've been to the university. It tells you on your transcript what this number is.
- An Official transcript should be sealed and stamped by the registrar's office, so make sure you have the right kind!