

HOW TO APPLY FOR DE ANZA COLLEGE SCHOLARSHIPS

The Financial Aid Office at De Anza College oversees about 100 scholarships every year, and many more that come from outside agencies and business. A list of scholarships is published mid Fall quarter and is posted on the scholarship bulletin board in front of the Financial Aid Office and on the website at www.deanza.edu/financialaid/scholarship.html. Students, staff, and faculty members are also encouraged to sign up for our scholarship listserv to receive bi-weekly emails about new scholarships and upcoming deadlines.

Each scholarship is assigned a number on the list. The list *briefly* describes current scholarships and their deadlines. The list is updated weekly with new scholarship information, so students should be periodically checking the list.

Once a student identifies a scholarship they are interested in, it is important to carefully read the announcement sheet (which lists the specific scholarship requirements) for that particular scholarship. Each and every scholarship is unique, with its own eligibility requirements, application instructions and deadlines. *It is the student's responsibility to make sure that they have all the required forms for each scholarship.*

A De Anza Scholarship Application can be used to apply for up to 10 scholarships, unless a *special application* is required. However, there are times when "*special application forms*" are necessary. Scholarships are not included in the FAFSA financial aid application. All students can apply for scholarships. If a student is denied grants or a student loan, based on their FAFSA application, they may still be eligible for scholarships.

As there are application deadlines for each scholarship, please determine which deadline goes with the scholarship for which you are applying. It is very important that all items on the form be **completed**. If there is something missing, the application will be considered incomplete and withdrawn from consideration.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 Financial Aid Office. Also, be sure to double check the requirements on the scholarship announcement.

What's on the application?

The De Anza College application form is an interactive PDF form, which means students can type their directly onto the form. However, it will not be saved to complete at another time. The application can be divided into the following categories:

1. Personal Information

This section asks for general information: your name, address, social security number, phone number and other resident status information such as citizenship, military service, marital status, and family information (spouse's name and number of dependents).

2. Educational Information

This asks for your educational background. However, instead of beginning from the present and listing institutions in reverse chronological order, you must begin with the last high school attended and conclude with your present status (see Fig. 1).

Figure 1

List all high schools and colleges you have attended, beginning with the final year of high school and ending with your present educational status:

<u>School</u>	<u>Dates of Attendance</u>	<u>Degrees</u>
Del Mar High Sch, San Jose	Sept '90-June '94	Diploma
West Valley Coll., Saratoga	Sept '94-June '95	no
De Anza Coll., Cupertino	Sept '95-June '96	A.A.

3. Current Memberships, Activities, and Involvement

This section will be considered if community service is a criterion for the scholarship. For example, if you've been involved in the school Photography Club, it would be a plus to mention that if you're applying for the John Long Memorial Photography Scholarship. However, all memberships and participation are worth mentioning as well as any activities you may have been involved with, both on and off campus. Activities may be paid or unpaid, "volunteer" projects occurring over a period of time; or, they may be a one-time, special project in which you participated.

4. Prior Memberships and Activities

This section asks for you to list the memberships you've held in the past, which are not now current. Also list activities you participated in before this year. List both on campus and off campus activities.

5. Personal Statement

This section asks for information about **YOU**—specifically, about your academic goals and long-term plans. Write an essay titled "My Story" that tells us about you, what your academic and professional goals are, and how you plan to reach your goals. Be sure to include any special qualities that set you apart from other applicants. Include any hardship, which may affect you and discuss any specific financial needs you may have. The limit of one page is desirable. Anything longer and the reviewer will be reluctant to read your statement.

It is important that you take time to think over these questions before you write anything. The more thought you put into these questions, the more concrete and purposeful your answers would be. Also, your statement will likely be more direct and less ambiguous. Write a first draft on a separate sheet of paper and leave it for a day or two. You may find, after an interval

of further reflection, that you can abbreviate some things, or add to others. Whatever you do, do not exceed the one page limit.

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 scholarship assistance.

BE AS SPECIFIC AS POSSIBLE, paying particular attention to the asterisked items of "Employment," "Parent's Contribution," and "Monthly Expenses."

Items such as "Food" and "Transportation" may vary monthly. Try to give as close an approximation as possible to what you spend each month on groceries and car use or bus fare.

If your expenses exceed your monthly income, you are asked for an explanation (See Fig 2). Please be brief but specific.

Figure 2

If your expenses exceed your income, please explain here.

I was employed full-time until last June. I've been living off my savings since then.

Under "Liabilities," you are to list any outstanding debts that you have. If you are married, you must also list your spouses' debts, as well. These include car loans, credit card balances, money loans, etc.

"Assets" is where you report the current market value of items you own such as property, vehicles, or stocks.

A committee of faculty, staff, and student evaluators reviews each form. **It is to your best advantage to prepare this application as you would a resume' or job application—neatly and completely.** 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.

ADDITIONAL REQUIREMENTS

A letter of recommendation *may be* required to complete your application. A *letter of recommendation form* is provided for most of the De Anza College applications. It is up to the student to request that the form be completed and sent to the Financial Aid Office. This can be from one of your instructors, a current or former employer, a member of the clergy, or another professional. Make sure to check the scholarship requirements to see if there is a specific source that the recommendation should be from. As neatness is a critical factor in completing the form, so is it important in the letters received from your sponsors. Be sure to let them know that if a form is not provided a typed letter on letterhead stationery will be much appreciated by you and the Reviewing Committee.

Extra essays are required by some scholarships. A title is given to you for the essay. Be sure you type the title on the essay and write a separate one-page essay on this new topic. It should not be a copy of your personal statement.

SUGGESTIONS FOR RESEARCHING OTHER SOURCES OF AID

Please keep in mind that competition for scholarships is heavy. If you do not obtain a scholarship, there are other sources of assistance for which you may apply.

Information is available on the Internet at the web page, <http://www.finaid.org/> as well as under <http://www.fastweb.com>, which is a free scholarship search service.