

# HINTS ON HOW TO COMPLETE A SCHOLARSHIP APPLICATION

In almost all cases school applications require a letter of support from the school. The basis of this letter will be the same as your testimonial. It will include a list of your school achievements, extra curricular activities, attendance record etc.

## **Make sure that you:**

- ✓ Read the application form and instructions very carefully
- ✓ Focus on what you are being asked to write about eg how and why I have chosen my intended programme of study / leadership potential / sporting ability / cultural ability / community activity or service
- ✓ Once you have drafted your statement or covering letter, get feedback from a critical friend such as an adult who knows you well
- ✓ Have the name of the scholarship in the first sentence
- ✓ Try to include reasons why you would be a good candidate (achievement, attitude, motivation, goals and special circumstances)
- ✓ When writing about your achievements, include the benefits you have gained from 2 main extra curricular activities
  - If financial information is required you will need information from your parents and you may need help with a projected budget
  - In almost all cases you will need to have your documents verified, including your personal statement:  
Qualifications and personal statements can be verified by Ms Russell; Other documents (birth certificate, passport etc) must be verified by a Justice of the Peace. A JP is available in the Community Education Office at Northcote College
  - Allow enough time for references to be completed and documents to be verified.
  - Aim to have completely finished your application AT LEAST 4 days before it is due.

Some applications have to be delivered by hand – you will need to be able to get to the address yourself if this is the case.

Also check out [www.breakout.org.nz](http://www.breakout.org.nz) at your local library for a complete list of scholarships available in New Zealand