



## Top Tips for a Successful Scholarship Application

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### Application Set-up

- Use a **personal** email address with gmail, icloud, or similar email service
- **DO NOT use your FCPSschools email** – we cannot use it to contact you and your application will not be evaluated

### Contact Information

- Double check that your email address and phone number are accurate
- Use capitalization where appropriate

### Transcript

- Submit your 7<sup>th</sup> semester transcript – including fall semester of senior year
- Do not submit a single semester report card or a transcript that ends with junior year

### Recommendations

- Your recommenders should know you well
- Request recommendations from your counselor *and* a teacher
- Use your teacher and counselor's FCPS.edu email addresses
- If desired, request a third recommendation from an employer, coach, clergy, or community member
- Request recommendations NOW – give people time to write a strong recommendation
- Follow up to be sure the letters are submitted by the deadline

### Financial Information

- Upload your FAFSA or VASA Submission Summary with your Student Aid Index (SAI)
- Unable to file a FAFSA or VASA? Request the *JHSSF Financial Form* from the Career Center

### Work Experience & Extracurricular Activities

- Include up to four afterschool activities including family responsibilities
- Share both paid and volunteer work
- Explain the purpose of the organization or club and your role

### Short Answer Questions

- Read the questions now, so you can think about your answers
- Take time to write and edit your responses
- Use unique responses for each question without repeating answers

### Submission

- Review everything carefully
- You must click the Submit button before the deadline
- Check your email inbox for a message confirming JHSSF received your application
- No confirmation email? Check Junk and Spam folders
- Still no confirmation? Contact [APPLY@JHSScholars.org](mailto:APPLY@JHSScholars.org) ASAP