

Tips on Applying for Scholarships

Education and Student Support Department

Student Exchange Division

International Education Section

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1. Before applying

- Read the application guidelines carefully to determine whether or not you meet the requirements. Be sure to take note of any obligations for scholarship recipients, not just the application requirements and details of the award. (E.g. mandatory attendance at recognition ceremonies and exchange events, submission of periodic assignments to the scholarship organization, etc.)
- ~~If you have applied to another scholarship organization by university recommendation, you cannot apply for a different scholarship until you receive the results of your first application.~~ (Except in cases where both scholarships permit receipt of multiple scholarships at the same time.)
- Screening methods vary depending on the organization. If there is an interview, note the travel expenses, location, date, and time, and be sure to attend.

2. Application documents

- Do not reuse documents from previous applications, even if you are applying to extend a current scholarship.
- Do not use erasable pen (e.g. Frixion); always fill out application forms with a black ballpoint pen. (~~Application documents written in erasable pen cannot be submitted to the scholarship organization.~~)
- If you make a mistake, rewriting the entire form is preferable to using corrective tape/fluid or crossing out the mistake.
- Do not abbreviate your undergraduate/graduate school's name; enter the full name.
- Be sure to read and follow notices and instructions on filling out the forms.
- As a matter of courtesy, fill in at least 50-80% of the space provided for short-answer/essay questions (if there is a word limit, use at least 70-80% of that limit).
- After you have finished, double check your application to make sure that no items are blank. In particular, enter "None" (or "0" for amounts) for items not applicable to you.
- *If outputting data from Excel, check to make sure all characters fit within the provided spaces.

3. Other

- If you have any questions about the application requirements or how to fill out the forms, please inquire with your academic advisor or the staff in charge of scholarships in your department.

- Recipients of the President Fellowship or other scholarships that pay tuition may not be able to apply for a tuition exemption for the duration of that scholarship. If this applies to you, please be sure to check with the staff in charge of scholarships in your department.
- Before submitting your application, always check to make sure you are not missing any required documents. In particular, many students forget to submit past academic transcripts.
- Contact the staff in charge of scholarships in your department and inform them if you apply directly (without going through the university) for a scholarship or to extend a scholarship.