



HOW TO'S - ACTIVITY

Preparing your Scholarship or Bursary Application

Stand out in the crowd

Applying for a scholarship or bursary can be a daunting experience, especially as it's something you want to get right the first time. To help you feel confident, here are some top tips for putting together the perfect scholarship application.



'Top 10' tips

- 1. Do your homework on the eligibility criteria.** To increase your chances of receiving a scholarship or bursary, apply for ALL you are eligible for.
- 2. Take note of the opening and closing dates.** Start your application early (not the night before). Allow yourself plenty of time to prepare and refine your application.
- 3. Prepare a draft of your responses.** To the questions on the application form or online portal (that way you can get your answers just right).
- 4. Provide specific examples of your experiences or achievements.** And don't be shy. Focus on experiences at school, in life or in the community, including:
 - co-curricular or extra-curricular activities like sport or community activities
 - volunteering
 - leadership and mentoring/coaching activities
 - responsibilities at home, roles you take on at school or in clubs and teams.





6. Seek help to refine your application from:

- your family and friends
- your Teachers
- your school Career Adviser.

7. Prepare a strong, concise personal statement that makes you stand out from the crowd. Make an impact, showcase yourself as an individual and demonstrate why you are the right candidate.

8. Proofread your application and check for spelling and grammar mistakes. Then ask another person to proofread your application, checking spelling and grammar (maybe ask a third person too!).

9. Get any required documentation to support your scholarship or bursary application. This could be:

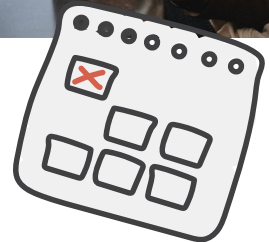
- referee reports
- letters of endorsement
- proof of qualifications or licenses
- certificates or records of achievement
- work samples – like a portfolio, or link to your work online.

10. Submit your application before the closing date! It doesn't matter how good your application is, if you don't submit your application on time, then you'll miss out (sadly, this is one of the most common mistakes that students will make!).

If you've done all this, then it's time to relax (and to wait to hear about your successful application). In the event that you miss out, try not to be disappointed. Most courses offer scholarships or bursaries for first, second or third year (and even post-graduate). Don't give up, keep trying throughout your study.

5. Consider using the STAR technique to discuss some of your experiences:

- Situation – describe a specific situation e.g., “As a member of the Volunteer Fire Brigade ...”
- Task – explain the task you were given.
- Action – explain what you did as part of the task.
- Result – explain the outcome or result of your action



Remember - the harder you try, the luckier you'll get.