



University College of the North

TOP TIPS FOR APPLYING ■ AWARDS, BURSARIES & SCHOLARSHIPS

www.ucn.ca/awards

Applying for awards, bursaries and scholarships can be intimidating and often confusing. To provide you with additional assistance, current and past UCN Awards Committee members, who, over the years have reviewed hundreds of award applications, have put together some handy tips for you to consider before submitting an application.

Start Early. Review the many awards, bursaries and scholarships to see which ones you qualify for, and apply for those you do. Check the criteria to ensure you qualify. Applications from students who do not meet the criteria are not considered.

Put your Best Foot Forward. Many students don't apply because they think they will never win. Apply for as many awards, bursaries and scholarships as you can; you won't win, if you don't apply!

Ask for Help. If you are unclear about the requirements of an award or need assistance preparing a budget, ask the Financial Awards Officer for help.

Be Accurate and Complete. Read and follow all instructions carefully. Make sure you demonstrate how you meet the award criteria and answer all questions to the best of your ability; remember, this is the only information the awards selection committee will have to help them make a decision. Proofread your application, include all requested attachments and don't leave any fields blank; you would be surprised at how many submitted applications are incomplete, and are ineligible as a result!

Choose your References Carefully. If you are asked to provide a reference letter, be sure to select a reference who is appropriate for the award you are applying for. They should be current. Advise your reference of the specific award criteria so that they may indicate how you meet the specific criteria; you should choose a reference who can speak to your suitability.

Meet the Deadline. Don't wait until the last minute; deadlines always approach faster than you would like! Give yourself enough time to meet all the award requirements so that you are sure to submit a quality application; applying for awards requires time and effort. Once the deadline closes, your application will not be accepted.

Make Copies. Keep copies of the awards you have already applied for and tailor the work you have already done to save time when applying for future awards.

Say Thank You. If you are offered an award, send a thank you letter. If you are not sure who to address your letter to or if you need the donor's mailing address, ask the Financial Awards Officer for assistance.

Continue Trying. Award competitions are very competitive; there is no guarantee that meeting eligibility will result in an award offer. Attend class regularly, actively participate in university/college activities, keep up your marks, leadership, and volunteer work, and continue to look and apply for awards throughout your studies. The more you apply, the greater your chances of receiving an award. Above all, don't get discouraged!

Get Tips from Others. Get application tips from students who have successfully won awards.

We wish you all the best in your award, bursary and scholarship search!