

Guidelines for Successfully Completing SCHOLARSHIP Application Processes



Application Process

- ✓ Read **ALL** instructions carefully
- ✓ Note deadline dates and make a timeline
- ✓ ****Submit Financial Needs Analysis (FNA)**, if needed, as soon as FAFSA is complete to the Financial Aid Office of your college/university
- ✓ Make copies (keep a copy in your personal folder)
- ✓ Consistently follow-up with the Financial Aid Office and respective Scholarship Agency



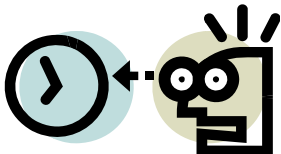
Recommendation Etiquette (Tip: Develop strong relationships with Faculty)

- ✓ Choose your recommender carefully
 - Someone who knows you well
 - Someone who will speak highly of you
- ✓ Formally request a recommendation with supporting documents/ supplies and instructions
- ✓ Send a list of highlighted activities/events, club organizations, employment, service/volunteer work and other relevant info
- ✓ Give proper prior notice
 - Minimally 1 month before scholarship deadline date
- ✓ Follow-up with your recommender 2 weeks before deadline



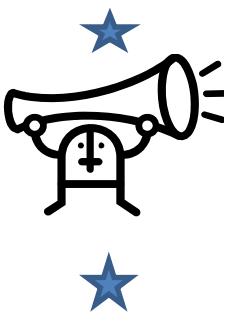
Essay/Personal Statement**

- ✓ Create an outline that includes each topic area the scholarship requests
- ✓ Be creative (**Tip:** Make yourself stand out, utilize your Native language)
- ✓ Check grammar & spelling
- ✓ Keep as a template
 - Save for later to use again in the next application



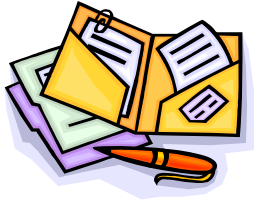
Common Mistakes

- ✓ Forgetting to sign your application
- ✓ Not following **ALL** instructions for the essay or the application packet
- ✓ Misspellings or grammar mistakes
- ✓ Sending your application after the deadline
- ✓ Sloppiness – **neatness counts!**
- ✓ Forgetting to send Thank-you's or to **follow-up!**



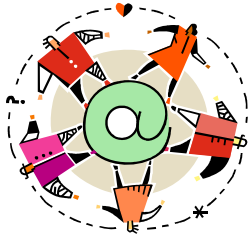
Helpful Tips

- ✓ Time management (a timeline helps)
- ✓ Get organized (keep all documents in one area)
- ✓ Submit what is asked for
- ✓ Toot your horn
 - This is your time to **SHINE!** ★
 - Note your accomplishments
 - Note what makes you special
- ✓ Focus on **future career goals:** what motivates you to excel in school?
- ✓ Keep an accurate up-to-date communication log that summarizes in detail



Scholarship Folder

- ✓ Essay/Personal Statement
- ✓ Certificate of Indian Blood (5 official & unofficial copies)
- ✓ Resume and References (copies)
- ✓ Letters of Acceptance (original and 5 copies)
- ✓ Transcripts (1-2 official & unofficial copies)
- ✓ Extracurricular Activities (list dates and descriptions)
- ✓ Volunteer Work (list dates, descriptions, and hours of service)
- ✓ Keep hard copies/electronic copies



Scholarship Searches

- ✓ American Indian Student Services' website: **AISS.UNM.EDU**
 - Click on link, "Scholarships"
 - Click on link, "Private"
 - This listing is in deadline date order
- ✓ **TIP:** American Indian students can be more competitive applicants for non-native scholarships – look for scholarships from other resources, e.g. local organizations or restaurants

Deadline Dates

March 1
 March 1
 March 15
 May 1
 May 20
 June 1
 June 1
 June 1
 June 1
 June 11
 June 15
 June 15
 June 15
 June 15
 June 15
 June 25
 June 30
 June 30
 June 30
 June 30
 June 30
 June 30
 July 1
 July 15
 August 1
 Contact the Program

Organization

Pueblo of Acoma Higher Education Program
 Kewa Higher Education Program
 Pueblo of Santa Ana Higher Education Program
 Pueblo of San Felipe Higher Education Program
 Pueblo of Laguna Higher Education Program
 Eight Northern Pueblo Council Higher Education Program
 Mescalero Apache Higher Education Program
 Pueblo of Nambe Higher Education Program
 Pueblo of Picuris Higher Education Program
 Ohkay Owingeh Higher Education Program
 Jicarilla Apache Higher Education Program
 Pueblo of Cochiti Higher Education Program
 Pueblo of Jemez Higher Education Program
 Pueblo of Sandia Higher Education Program
 Office of Navajo Nation Scholarship & Financial Assistance
 Pueblo of Pojoaque Higher Education Program
 Pueblo of San Ildefonso Higher Education Program
 Pueblo of Taos Higher Education Program
 Pueblo of Zuni Higher Education Program
 Ramah Navajo Higher Education Program
 Pueblo of Isleta Higher Education Program
 Pueblo of Zia Higher Education Program
 Pueblo of Tesuque Higher Education Program
 Pueblo of Santa Clara Higher Education Program

For more information, please contact American Indian Student Services at the University of New Mexico.

Good luck on your scholarship searches!
American Indian Student Services Staff