**2023 TOFA SCHOLARSHIP APPLICATION GUIDE**

*This guide is to help you prepare for the scholarship application process and to reduce the time it takes to gather requested information for a timely submission.*

**STEP 1: Applicant Eligibility**

Review the application carefully. If you meet the eligibility requirements, proceed to the following steps.

**STEP 2: Letters of Recommendation**

Identify and contact 2 people who can provide you a letter of recommendation. Provide them with instructions, deadline and where to mail/email the letters to.  Email letters must come directly from the email address of the person recommending you.

**STEP 3: Current Official Transcripts**

College students must contact their colleges/universities registrar’s office to request their latest official transcripts to be mailed to TOFA. High school seniors only need to send their final official high school transcripts showing an unweighted GPA.

**STEP 4: Essay**

This is where you will get to tell us about your contributions toward serving a diverse community (school, family, religion, work) using your leadership skills, education and talents. Tell us what makes you proud and who you hope to be in the future.

**STEP 5: Personal Information**

You will need to complete your current phone, address, and email information for contacting purposes.

**STEP 6: Education Information**

You will need to provide the name of the College or University you are enrolled at/plan to attend including your major or field of study and current unweighted GPA.

**STEP 7: Personal Statement**

This is where you will get to tell us all about yourself. You do not need to write about all of the topics listed. You can only focus on one thing but be specific. This information will allow the TOFA Scholarship Committee to get to know you better.

**Step 8: Application Checklist**

Almost done! **Take time to review the application checklist and all the steps of your application**. Check for correctness. Make sure you feel you have done your best to tell us in your own voice about you, your experiences, and passions. Remember the deadline is **June 30, 2023**!

**Logo, company name

Description automatically generated***Please include a professional color picture of yourself, not a selfie. Preferably in casual attire with a solid background.*

This guide is not a Scholarship application. To apply see [www.tofainc.org](http://www.tofainc.org) Scholarships.