

PAEF Scholarship Application Checklist

This checklist is provided to assist you in submitting a complete scholarship application. Incomplete or late applications will not be considered by the scholarship committee. Students please seek help from your counselor or family, but it is expected that YOU will complete the application and essays – not a parent or someone else.

1. Personal Data complete.
2. Social Security Number.
3. E-mail address (if any). Also contact information for parent or guardian.
4. High School Transcript OR College Transcript – official copy please.
5. SAT and ACT score if available.
6. Career Plan complete. This is NOT your essay required in step 11.
7. Honors received and/or leadership positions held in high school or college.
8. EFC from FASFA report provided – provide a copy of the EFC page.
9. Other Financial Data (optional).
10. Are you getting an Athletic Scholarship? Please detail.
11. Scholarship Essay(s) complete – some awards require more than one. This is NOT your career plan in step 6. Essays should be in paragraph form – three to five paragraphs. If a particular essay is required, for example, the O'Rourke Scholarship, be sure to meet the criteria – how your life, struggles, dreams, accomplishments are similar to Commander O'Rourke's. Expected components of an essay include: Introduction with a thesis; Body of data and details to support your thesis; and Conclusion to summarize your claims or thesis. Judging criteria will include: interesting content, grammar, spelling, format, and quality of supporting data. Data from Wiki, not good quality; data from Department of Labor or industry professional, great!
12. Scholarship(s) for which application is made are marked.
13. Application is signed and dated.
14. Three letters of Recommendation are included. For returning applicants, these are new letters of recommendation – not copied from previous years – prefer current instructors and employers to show your growth over the last year.
15. The entire packet of documentation is bound – clear plastic folder is desired.
16. You are mailing or hand delivering prior to deadline to ensure arrival by the deadline.