



SCHOLARSHIP APPLICATION CHECKLIST

Before You Begin

This checklist breaks your application into simple steps. Work through it in order and tick off as you go.

BEFORE YOU START

- ☐ Read the eligibility criteria
- ☐ Check you meet the requirements
- ☐ Note the deadline (date & time)
- ☐ Add reminders to you calendar
- ☐ Read the full application guidance
- ☐ Understand what the funder values and prioritises

GATHER YOUR DOCUMENTS

- ☐ Personal statement
- ☐ CV
- ☐ Academic transcripts (if required)
- ☐ Offer letter/proof of enrolment
- ☐ ID/Passport (if requested)
- ☐ Supporting documents

PERSONAL STATEMENT

- ☐ Tailored to this specific scholarship
- ☐ Explains your goals & how funding will help
- ☐ Includes achievements & experience (think outside the box!)
- ☐ Within the word limit
- ☐ Follows formatting requirements (file type, font, naming)
- ☐ Proofread - by you and 1 or 2 other people

REFERENCES

- ☐ Asked your referee early
- ☐ Shared scholarship details with them
- ☐ Confirmed the submission deadline with them
- ☐ Followed up a week before the deadline

FINAL CHECKS

- ☐ Answered every question
- ☐ Uploaded all documents in the correct format
- ☐ Saved a copy of your full application
- ☐ Submitted before the deadline
- ☐ Received confirmation of application