



# UNIVERSITY OF THE INCARNATE WORD

## OFFICE OF FINANCIAL ASSISTANCE

### GUIDE TO APPLYING FOR SCHOLARSHIPS

4301 Broadway, CPO 308  
San Antonio, TX 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

#### SEARCHING FOR OPPORTUNITIES

---

##### High School Students:

- Start the scholarship process early! Junior year is a great time to start and get ahead.
- Talk to your counselor and view your high school's website for opportunities.
- Discover what scholarships are available at the college(s) you are interested in attending.
- Considering taking both the SAT and ACT as some scholarships may require scores.
- Ask for advice and feedback from teachers when writing scholarship essays.

##### General Tips:

- Ask members of local clubs and organizations about scholarships. If they do not have one in existence, you may inspire them to create a fund!
- Use scholarship search engines (e.g., FastWeb.com), but make sure never to pay money to find scholarships and be cautious what personal information you are sharing online.
- Research different scholarship opportunities, even if they don't pertain to your major. Applying to multiple scholarships may result in more awards which adds up!

#### APPLICATION PROCESS

---

- Make a list of scholarship opportunities, deadlines, and requirements to remain organized. This will also help with prioritizing which scholarships to work on first according to due date.
- Mark scholarships that are offered annually and remember to reapply, if eligible.
- Seek at least three individuals to write letters of recommendation to keep on file.
- Read the scholarship criteria and instructions carefully. Some scholarships require you to write an essay while others may want letters of recommendation. Send in what is requested and proofread everything to prevent mistakes or typos.
- Determine if you will need an official or unofficial transcript from the Registrar's Office. Transcript requests may take a few business days, so do not wait until the due date.
- Follow the submission rules precisely to prevent not being considered due to an incomplete application. If you are unsure about how to submit, contact the scholarship donor in advance.
- Submit your application a few days prior to the due date. This allows time for the donor to reach out if there are missing items and it shows that you did not wait until the last minute.
- Consider providing a signed thank you letter to thank the donor of their time and generosity.

## SCHOLARSHIP ESSAYS

---

- Practice writing general essay responses that you may be able to use for multiple scholarships:
  - Why should you be considered for this scholarship? How will this scholarship benefit you?
  - Describe an experience or situation that helped you grow as a person. How can this situation be of value to others?
  - Why is service important to you and how has your service impacted your community?
  - How have your values been shaped by your community? Describe how these values shape your aspirations and/or vision for the future.
  - What experiences have persuaded you to continue your education?
  - What are your career goals and how do you plan on giving back to the community?
  - Who are your role models and how did they influence your life?
- Always review your responses to ensure you have answered the prompt.
- Show emotion and real-life examples. Nearly every applicant will have similar responses so be sure to include your personal examples to prevent your answer from being too generic.
- Take advantage of resources! UIW students can make an appointment with the UIW Writing and Learning Center to review scholarship essay responses and get valuable feedback. Contact the Writing and Learning Center at [wlc@uiwtx.edu](mailto:wlc@uiwtx.edu).

## AWARD NOTIFICATION & MAINTAINING ELIGIBILITY





---

- If you are selected for a scholarship, you will want to let outside donors know where you plan to attend college, so they know where to send the funds.
- Notify the Office of Financial Assistance of any anticipated outside awards so they can be accounted for in your award package. Outside scholarships can be sent to UIW using the following address: 4301 Broadway, CPO 308, San Antonio, TX 78209.
- Determine if the scholarship is renewable for multiple semesters/years so you can plan ahead. Eligibility for renewable may depend on enrollment and GPA, so it is important to see what the requirements are to maintain your scholarship(s).

## STAY CONNECTED

---

Current UIW scholarship resources are posted online at [www.uiw.edu/financialaid/scholarships](http://www.uiw.edu/financialaid/scholarships) and via social media. Stay connected to keep up with new scholarships, upcoming deadlines and reminders.

			
<a href="http://www.uiw.edu/financialaid">www.uiw.edu/financialaid</a>	<a href="#">UIWFinancialAssistance</a>	<a href="#">UIWFinancialAid</a>	<a href="#">UIWFinancialAid</a>