



## 2018-2019 Scholarship Application Instructions

### DEADLINE & SUBMISSION INFORMATION

**Application Deadline: March 1, 2018**

- Completed applications with required information must be submitted by 11:59 p.m. CST on March 1, 2018.

### HOW TO APPLY

1. Go to [www.llccfoundation.org/scholarships](http://www.llccfoundation.org/scholarships) and click on APPLY NOW.
2. Click the “Sign Up” button in the upper right corner.
3. Enter your email address that LLCC has on file for you and a password of your choice.  
**Do you have an email on file with the college?** If you are not a student at LLCC, if you have not taken classes at LLCC for one year or longer, or if you have completed your academic program, you can apply for admission to the college at <http://www.llcc.edu/student-services/admission/>. Before you can sign up for a scholarship account, you must have applied to LLCC and have been accepted for admission.
4. Upon signing up for an account, you will receive a confirmation email to ensure your identity. Once you have confirmed your account, you can begin accessing the system.
5. When you initially login, you will be directed to the General Application. Complete all the fields/questions. Make sure you click on the **Applicant Record** link to ensure your information on file with the college is correct.
6. Click the **Finish and Submit** button at the bottom of the page to submit your General Application. You can take time to complete your application, by clicking the **Save and Keep Editing** button which will save your work and allow you to return at a later time to finish and submit. Be sure to submit your completed application and any additional information or documentation before the March 1, 2018 deadline.



Carefully read the instructions on the application. A common mistake applicants make is to skim through the instructions contained in the application. Answer the questions carefully and thoroughly. By submitting a complete General Application, you will be automatically matched to scholarships for which you are eligible.

You may work on your application over time. Be sure to click the “Save and Keep Editing” button throughout filling out your application and each time you exit to save your work.

## APPLICATION REQUIREMENTS

### 1. Personal Statement

In 500-750 words, you will be asked to address the following:

- Tell us about your involvement in school or community organizations, teams, work/employment, etc., listing honors, recognitions, awards, and positions held. What did you learn about yourself from this involvement?
- What is your career goal and educational plan to meet this goal? What inspired you to choose this field of study and career?
- Explain why you are applying for a scholarship and how you will benefit. Be sure to discuss how you are financing your college education and include any special personal or family circumstances affecting your need for financial assistance.



We expect you to write the personal statement yourself; write in your own voice. At the same time, it is probably wise to have a friend, teacher, or parent read the statement to advise you on how well it conveys what you want it to say. Also, check for proper spelling, punctuation, and grammar.

### 2. Two References

You will be required to enter the name and email address for two references. References will receive an automated email from the application system requesting they complete a recommendation form. **Your application will not be complete until your two references have submitted their recommendations. References must submit their recommendations no later than 11:59 p.m. CST on March 1, 2018.**

References can be teachers, faculty, staff, mentors, coaches, employers, etc. Do NOT ask family members or friends.



Before sending the reference link, you are strongly encouraged to contact your references and make a formal request (by email or in person), asking if he or she would be willing to complete and submit a recommendation on your behalf.

Ask early and give them time to consider your request – preferably three weeks or more, so they have ample time to prepare and submit a thoughtful and distinctive.

### 3. Academic Transcript

You will be required to submit an unofficial transcript from your most recent high school or college. If you are a high school senior or current college student, submit your transcript after fall 2017 grades have been posted. **Current LLCC Students** - While using Mozilla Firefox to view your transcript in WebAdvisor....Choose *print* from your browser file menu, select *Adobe PDF*, and then choose *print* again. This allows you to save a PDF document of the transcript, with all formatting intact.