



Changing Lives... Making Dreams Come True

MARICOPA COMMUNITY COLLEGES FOUNDATION Scholarship Application Instructions

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- Step 1** Fill out the FAFSA to determine and provide evidence of financial need. If possible, please submit the FAFSA with your scholarship application. Submit a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov or pick up a paper copy in the financial aid office at your college or the advisement office at your high school. You may include a copy of your FAFSA with your scholarship application. However, it is not necessary.
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- Step 2** Read scholarship criteria carefully. Determine which scholarships you are eligible for, and review the criteria further for additional requirements.
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- Step 3** Fill out the application form completely. Type or print neatly in blue or black ink. Fill in every line of the application. If information is not available or not applicable, write "N/A" in the field. The scholarship committee evaluates the applications on:
- A) Presentation - overall neatness, readability, thoroughness
 - B) Organization - answers and essays are clear and relate to the topic of the question.
 - C) Content - all fields are completed and essay questions are answered thoroughly.
 - D) Form and Structure - applicant followed instructions.
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- Step 4** Include a copy of your transcripts. If you are currently in high school or have graduated from high school within the past two years, provide your high school transcripts (unofficial copies are acceptable). If you have completed a GED or received a high school diploma through an alternative program, include proof of your completion. If you have completed college work at another institution or any of the Maricopa Community Colleges, provide your college transcripts. Transcripts must be submitted WITH your application. DO NOT have your school send them to us separately. DO NOT staple envelopes to your application. It is permissible for application purposes to remove official transcripts from the envelope.
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- Step 5** Include recommendation letters and essays. Refer to the criteria and instructions for the scholarship. Where applicable, include essays and letters of recommendation. Pay close attention to the requirements for length, organization, etc. You may wish to include a cover letter.
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- Step 7** Copy applications and attachments. If you are applying for more than one scholarship, you will need to submit a separate application for each, unless otherwise specified. Be sure to attach a separate copy of your transcripts, essay, and letters of recommendation to each application. Pay close attention, as certain scholarships may have a different application and/or requirements.
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- Step 8** Submit your application. Please mail your application to:

Maricopa Community Colleges Foundation
2411 West 14th Street
Tempe, AZ 85281-6942

If you are mailing your application, it must be postmarked the day BEFORE the deadline. If you submit your application in person, it must be received in our office by 4:00 p.m. on the day of the deadline. There will be a box in the lobby of the building. DO NOT drop applications in the mailbox in front of the building. Faxed applications will NOT be accepted.