

CHECKLIST



WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape

Checklist for WCC Foundation Scholarship and John J. Swalec, Jr. President's Achievement Award Applications
Please remember the deadline is Thursday, February 2, 2012 at 8:00 p.m.

The following are required documents:

- ___ Completed and signed application form. Applicants need to submit only one form to be considered for all WCC Foundation Scholarships. (There is a separate application form for the John J. Swalec, Jr. President's Achievement Awards.)
- ___ High school students must submit an **OFFICIAL** transcript with fall semester grades from the **high school** they attend. All current Waubonsee students may submit an unofficial transcript that contains spring 2012 classes.
- ___ Essay: See "Tips on writing a good essay" below.
- ___ One or more letters of recommendation from employer, teacher, minister or community leader.

The following are other possible attachments:

- ___ Proof of your or your parent's veteran status (DD214 form).
- ___ GED Documentation. Official GED scores are available through the Regional Office of Education at the Kane County Government Center or go online to www.kaneroe.org or call (630) 232-5958. There is a \$5 fee. Allow five business days to process your request.
- ___ Scholarship specific requests. (See Scholarship Brochure for information on individual scholarships.)

Suggestions and Tips

Carefully complete the application

- Forms must be completed online at www.waubonsee.edu/scholarships. When finished, press the "Print Form" button on page one. Please print each page of the application on a separate piece of paper. You may have to uncheck "print on both sides" on your print menu. **Sign** the printed form and **SAVE** a copy for your records, attach all the required documents and mail it to:

Office of Fund Development
Waubonsee Community College
Rte 47 at Waubonsee Dr.
Sugar Grove, IL 60554

Or

You may bring a complete application packet to any Waubonsee Community College Campus Reception Desk.

Tips on writing a good essay.

- View yourself through the eyes of the scholarship selection committee.
- Explain why you need this scholarship and how it will help you to achieve your education and career goals.
- Provide specific examples or anecdotes to tell your story.
- Read your essay out loud to yourself and to another individual to catch awkward or unclear sentences.

- Have a teacher, parent or someone strong in English composition read your essay for grammar, spelling and content.
- Submit the essay in typed format.
- Include your last name, page number and X number at the bottom of each page.
- If you wish, include a résumé in addition to the essay.

Letter(s) of recommendation

- Request the letter early. (At least two weeks before you need it.)
- Provide the individual with information about yourself.
- Inform the individual that you are applying for a WCC Foundation scholarship and, if necessary, what information should be covered in the letter.
- Good sources to ask: instructor, counselor, employers, work supervisor, community leader, or clergy (not friends or family).
- Letters should include contact information and title of author.
- Remember to write a thank you letter to those who wrote a recommendation letter for you!

Copy all materials for your personal records.

- Send or deliver all materials together in one envelope. The complete application should include:
- Completed and signed application form
- Current **official** high school or WCC transcript (if you are a returning student)
- Essay
- One or more letters of recommendation
- Other possible documents to include:
 - Proof of your or parent's veteran status
 - GED documentation
 - Professional resume

Remember the deadline: Thursday, Feb. 2, 2012 at 8:00 p.m.

Questions and applications should be directed to:

Office of Fund Development

Dickson Center, Room 225

Waubonsee Community College

Rt. 47 and Waubonsee Drive

Sugar Grove, IL 60554

(630) 466-7900, ext. 2983