



Martin University Requirements for Scholarship Application Submission

1. Read the scholarship requirements carefully to ensure that you are eligible to apply.
2. Write a one page (500 words) essay, which will clearly discuss your qualifications for the scholarship.
3. The essay should be written in Times New Roman 12 pt. font and double spaced.
4. Discuss (in writing) and /or provide documentation that addresses all requirements for the scholarship.
5. Have the Student Success Center manager to edit, sign and date your essay.
6. Print and attach a copy of the scholarship application to you essay.
7. Include any other documents requested for the scholarship in your application packet.
8. When possible, submit your application before the deadline date.
9. Use the following cover page format for your scholarship application packet.

Name of the scholarship and year of award

Applicant's first and last name

Date: Month, date, and year

EXAMPLE:

Dr. James Trippi Scholarship 2015

James Smith

October 2, 2015

10. The scholarship application packet should include the following documents (stapled together) in the order listed below:

Cover page

Essay (edited, signed and dated)

Completed and signed scholarship application

Printed copy of the scholarship award requirements

Note: Scholarships applications that are not submitted in the format listed above will not be accepted.

10/28/15