



### **“9 TIPS FOR COMPLETING AN APPLICATION”**

1. Each application is judged on its own merit. Incomplete/unprofessional applications are unacceptable and will be returned without review.
2. Review the entire application before completing it. If a field is left blank it could count against you. If you do not want to answer a question, please explain the reason why in the field.
3. All information should be submitted together. This improves your chances of all the information reaching the Chair on time and lessens the chance of important information getting lost in the mail.
4. Essays are judged on content and grammar style.
5. Please contact the Chair for answers to specific questions. Do not assume that you have the right answer if you are unsure about the application and/or the process.
6. Give yourself enough time to request all of the necessary material, especially recommendations. In addition, choose people who know you well and can speak to your academic/ professional lifestyle and financial situation.
7. Submit an official transcript.
8. Plan to be in attendance at the Awards Presentation tentatively scheduled for March 2020.
9. Submit all of your information on time and contact the Chair if a problem arises.