

Scholarship Handbook



UNIVERSITY OF HAWAII SYSTEM FINANCIAL AID

SCHOLARS@HAWAII.EDU

THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

To receive financial assistance, it is recommended that you first complete a Free Application for Federal Student Aid (FAFSA). Most scholarships require a completed FAFSA.



The Free Application for Federal Student Aid (FAFSA) is **FREE** to fill out. If a website asks for payment, you are on the wrong website. Visit www.fafsa.gov for the option to file the FAFSA electronically or to fill out a paper form (it is highly recommended to file the FAFSA electronically for quicker processing).

You will need these documents to complete your FAFSA:

- ✓ Your Social Security Number (it is important that you enter it correctly on the FAFSA)
- ✓ Your parents' Social Security Numbers (if you are considered a dependent student)
- ✓ Your driver's license number (if applicable)
- ✓ Your alien registration number (if you are not a U.S. citizen)
- ✓ Federal tax information or tax returns, including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student:
 - IRS 1040, 1040A, 1040EZ
 - Foreign tax return, or
 - Tax return for Puerto Rico, Guam, American Samoa, the US Virgin Islands, the Marshall Islands, the Federated States of Micronesia, or Palau
- ✓ Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits, for you, and for your parents if you are a dependent student
- ✓ Information on savings and checking account balances; investments, including stocks and bonds and real estate, but not including the home in which you live; and business and farm assets for you, and for your parents if you are a dependent student

Keep copies of these records as you might need them again. **DO NOT** send any records to the campus unless it is requested by the campus.

University of Hawaii Community College's Financial Aid Office Contacts

Kapiolani Community College
4303 Diamond Head Road
Honolulu, HI 96816
kapinfo@hawaii.edu
(808) 734-9555
<http://kapiolani.hawaii.edu/page/home>

Kauai Community College
3-1901 Kaumualii Highway
Lihue, HI 96766
kauccfao@hawaii.edu
(808) 245-8360
<http://kauai.hawaii.edu/>

Leeward Community College
96-045 Ala Ike Street
Pearl City, HI 96782
lccfao@hawaii.edu
(808) 455-0606
<http://www.leeward.hawaii.edu/>

Honolulu Community College
874 Dillingham Boulevard
Honolulu, HI 96817
honccfao@hawaii.edu
(808) 845-9116
<http://www2.honolulu.hawaii.edu/>

Hawaii Community College
200 West Kawili Street
Hilo, HI 96720
hawccfao@hawaii.edu
(808) 934-2712
<http://hawaii.hawaii.edu/>

University of Hawaii Maui College
310 West Kaahumanu Avenue
Kahului, HI 96732
mauifa@hawaii.edu
(808) 984-3277
<http://maui.hawaii.edu/>

Windward Community College
45-720 Keaahala Road
Kaneohe, HI 96744
wccfao@hawaii.edu
(808) 235-7449
<http://windward.hawaii.edu/>



SOURCES TO UTILIZE FOR SCHOLARSHIP INFORMATION

High School Counselor	Financial Aid Office	Academic Counselors and Advisors	Internet
Clubs and Organizations	Local Businesses	Local Newspaper	Professional Association



WEBSITES FOR SCHOLARSHIP OPPORTUNITIES FOR ANY CAMPUS WITHIN THE UH SYSTEM:

UH System Scholarship Opportunities

(<http://www.hawaii.edu/finaid/scholarships/system/index.html>)

Hawaii Community Foundation

(<http://www.hawaiicomunityfoundation.org>)

Kamehameha Schools (<http://www.ksbe.edu/finaid>)

Ke Ali'i Pauahi Foundation Scholarship (<http://www.pauahi.org>)

Scholarships of the Hawaii Education Association (<http://www.heaed.com/>)

Alu Like (http://www.alulike.org/services/kaipu_hana.html)

Liko A'e (<https://likoae.org>)

The Hawaiian Civic Club of Honolulu (<http://hcchonolulu.org>)

Prince Kuhio Hawaiian Civic Club (www.pkhcc.com)

SCHOLARSHIP SEARCH SITES:

Student Scholarships.org (www.studentscholarships.org)

Fastweb (www.fastweb.com)

College Board (<http://www.collegeboard.org>)

FinAid (www.finaid.org)

SallieMae (www.collegeanswer.com)

USA Funds (www.usafunds.org)

UH Foundation Scholarship Search (www.uhfoundation.org/scholarships/search.aspx)

The Coca-Cola Scholarship Foundation (<http://www.coca-colascholars.org>)

American Education Services Scholarship Search (www.aessuccess.org)

Free College Scholarship Search (<http://www.freecollegescholarships.net>)

Nelnet Scholarship Search and College Planning (<http://www.nelnet.com/>)

Scholarshipexperts.com (<http://www.scholarshipexperts.com>)

Internationalscholarships.com (<http://www.internationalscholarships.com>)

CareerOneStop – Sponsored by the U.S. Department of Labor (<http://www.careeronestop.org>)

Army Emergency Relief (<http://www.aerhq.org/dnn563/Scholarships.aspx>)

Military.com Scholarship Finder (<http://aid.military.com/scholarship/search-for-scholarships.do>)

Fisher House Foundation (<http://www.militaryscholar.org>)

National Military Family Association (www.militaryfamily.org)

Thanks USA (<http://www.thanksusa.org/main/index.html>)



“A strong mind always hopes, and has always cause to hope.” –Thomas Carlyle

DO'S AND DON'TS

Do...

Understand the scholarship's mission. Know why they are giving the money. Remember who your audience is. You need to address native rights activists and war veterans differently.

Show how you fit with the scholarship's mission. You're not going to win unless you have what the selection committee wants.

Be proud of your accomplishments. Don't be afraid to brag.

Focus on leadership and contributions. Make your contributions known.

Make your application stand out.

Practice to make sure everything fits. Make practice copies of the original form before you begin filling it out. Then use your spare copies for trial and error.

Get editors. They'll help you create the best, error-free applications you can.

Include a resume. Whether they ask for it or not, make sure you include a tailored scholarship resume.

Make copies of your finished applications for reference. Save them for next year when you do this all over again.



Don't...

Prioritize quantity over quality. It's not the quantity of your accomplishments that is important; it's the quality of your contributions.

Stretch the truth. Tall tales are prohibited.

Write where it is impossible to read. Scholarship applications afford minimal space. It's impossible to fit in everything that you want to say.

Write when you have nothing to say. If you don't have something meaningful to present, put "Not Applicable".

Create white-out marks. If it's that sloppy, start over.

Procrastinate. Don't think you can finish your applications the night before they're due.

Settle for less than perfect. You can have imperfections; just don't let the selection committee know.

Miss deadlines. No matter the reason, if you miss the deadline, you won't be considered for the scholarship.

Turn in incomplete applications. Make sure your application is finished before sending it.

Underestimate what you can convey. Scholarship applications may appear to be short and simple. Don't undervalue them. In a small space, you can create a powerful story of why you should win.

PERSONAL STATEMENT

The scholarship committee wants to know you.

Steps to Writing a Personal Statement:

1. A “snap shot” of yourself

PRODUCE A SNAPSHOT PORTRAIT of you as a person, a student, a potential scholarship recipient, and (looking into the future) a former scholarship recipient.

2. A piece of you

MAKE SURE THAT YOUR WRITING IS ORIGINAL. The best way to do this is to share a “piece of you” in the essay. Invite the reader to get to know you, let them feel welcomed.

3. Stop thinking, start writing

JUST START WRITING. You can always go back and edit your work. It’s easier to edit words when they are already written.



4. Find editors (proofreaders)

It is important to **GET OTHERS TO EDIT YOUR WORK.** They may find errors that eluded you as well as parts that are unclear to someone reading your personal statement for the first time. Ask your editors if your personal statement was interesting and captivating. Ask them for suggestions and take them seriously.

5. Re-Use your personal statements

RE-USE YOUR PERSONAL STATEMENT that you have written for college applications, classes or even other scholarships. Make sure when you recycle your personal statement that it fits the scholarship.

DON'T write a sob story
DON'T use the shot gun
approach
DON'T be afraid to get words
on paper
DON'T try to be someone
else



The greatest results in life are usually attained by simple means and the exercise of ordinary qualities. These may for the most part be summed in these two: common-sense and perseverance. – Owen Feltham

HERE IS AN EXAMPLE OF A PERSONAL STATEMENT:

Example essay from msu.edu study abroad program

Essay #1

For as long as I can remember I've known what I wanted to do with my life. Science has always been a passion of mine, and medicine in particular has interested me for some time. Dedicating my life to improving the lives of others is very appealing to me. After Michigan State, I plan on advancing to medical school to become a physician. I believe this program will offer me valuable skills that cannot be taught in the classroom.

Throughout high school and college thus far I have taken a rigorous curriculum and maintained a 4.0 grade point average. During high school I was involved in a physician shadowing program called medical mentorship. In addition, I volunteered at Sparrow Hospital this fall in patient transport. I am very familiar with and comfortable in clinical settings. I am responsible, focused, hardworking and easy to get along with. I participated in a Freshman Study Abroad program this summer and thoroughly enjoyed it. Studying in a foreign country was an experience unlike any I've had. The classes were challenging and thought provoking. The city was breathtaking and I met many friends who I still keep in touch with.

Although I plan on practicing medicine in the United States, I believe that studying the differences between the British health care system and that of the United States would benefit me a great deal in the future. It would be a valuable opportunity for me to shadow a British physician, and compare that experience to the clinical exposure I've had in the United States. By participating in this program I hope to eventually combine the best of both worlds into my medical education and eventual practice. I plan to learn valuable skills that will one day make me a better doctor.

RESUME FORMAT FOR SCHOLARSHIPS

YOUR NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

(AREA CODE) TELEPHONE NUMBER

CURRENT EDUCATIONAL STATUS:

- List your present level of education including the name of your school.
- If not asked for elsewhere, you can list your grade point average and class rank.

AWARDS AND HONORS:

- List any awards or honors that you have received beginning with grade 9.
- For each award or honor, indicated the grade level. (Refer to sample)

SCHOOL-RELATED ACTIVITIES:

- List all school-related activities you have participated in beginning with grade 9.
- Be sure to include any leadership roles.

COMMUNITY-RELATED ACTIVITIES:

- List all community-related activities that you have participated in beginning with grade 9.
- Be sure to include any leadership roles.
- Examples of community activities are: volunteer work, youth group activities, church activities, scouting, city or county sports activities.

ENRICHMENT ACTIVITIES:

- If applicable, list any summer enrichment programs, travel experiences, and/or hobbies that have expanded your educational experience.

WORK EXPERIENCE:

- Beginning with your most current or recent job, list your work experience including the type of position.

REFERENCES:

- Be prepared to give the names, addresses, and telephone numbers of two to four people as character references. You might choose a couple of your teachers, your counselor, and a person in the community who knows you well. Be sure to ask permission of these people before you use their names.

GETTING RECOMMENDATIONS

A recommendation is an important opportunity for someone else to tell scholarship committees why you deserve the scholarship. Ask any one that can assess your skills and achievements, i.e. coaches, counselors, instructors, religious leaders. Provide all the information needed to the people that will be writing the recommendation and **INFORM THEM OF THE DEADLINE.**



GIVE YOUR RECOMMENDERS A:

Cover letter: describes the scholarships you are applying for. In the letter, you should list deadlines and give the recommenders direct guidance on what to write.

Resume: provides a quick overview of your most important achievements in an easy to follow one-page format. It is also what your recommenders will use as they cite your important achievements.

Recommendation form (if applicable): some scholarships provide an actual form that your recommenders need to complete. Fill in the parts that you can such as your name and address.

Pre-addressed, stamped envelopes (if applicable): Read the application materials to find out if you need to submit your recommendations separately or with the rest of your application.

FINAL THOUGHTS



- **Get to know your scholarship and financial aid administrators.**
- **Give the scholarship committee members proof if they want it.**
- **Be aware of the award's requirements and what happens if something changes.**
- **Know if there are special requirements for athletic scholarships.**
- **Find out if the award is renewable.**
- **Understand restrictions for spending the money received.**
- **Learn the tax implications of your award.**
- **Keep the awarding organization up to date on your progress as a student.**

5 TIPS WHEN RECEIVING A SCHOLARSHIP THAT IS RENEWABLE

1. Understand the renewal requirements

Review the number of credit hours that must be taken, what GPA needs to be maintained, and any other renewal requirements placed on the scholarship. Check with the university, college, or foundation if it was not provided to you.



2. Realize the consequences

The higher the school's tuition and the bigger the scholarship, the greater the financial issue you will have if the scholarship is not renewed. While you do not want to focus on the negatives, you need to be realistic as well. Understand what it will mean if you do not meet the scholarship renewal requirements. If attendance is a requirement on keeping the scholarship, make it a priority.

3. Know what is expected

When a university, college or foundation gives a scholarship, it almost always includes academic requirements for renewing that scholarship right along with it. But if you are like most students, you blow past that part in order to get to the good stuff – the dollar amount.

Know what requirements go alongside the scholarships you receive, and do this sooner rather than later. You do not want to realize halfway through a semester that you are at risk of losing your scholarship.

4. Communicate with the financial aid office or scholarship foundation

Although you may do well in your studies, be aware of what specific requirements there are for your financial aid. Some scholarships are rare so information is not easy to find on the websites.

The best practice is to call the financial aid office of the institution you are attending or the foundation that issued the scholarship. They will have more detailed information.

5. Stay on top of other responsibilities

In the spirit of staying on top of things, do not forget about other obligations such as honors programs, majors and minors, and study

abroad.

Remember: it is up to you to make sure that you are meeting the standards for the many things you want to be a part of in college.



BE AWARE OF SCAMS!

- 1. APPLICATION FEES:** Stay away from scholarships that require you to pay a “small processing fee,” even if it is just a few dollars. The provider may claim it is to weed out “non-serious applicants,” but do not be fooled. Legitimate scholarships want to give you money--not take it away.
- 2. NO PHONE NUMBER:** Be extremely wary of any scholarship opportunities that do not provide a telephone number. A lot of scholarship scams do not give out phone numbers because they are too easy to trace.
- 3. OPEN TO EVERYONE:** The majority of private scholarship providers choose to award scholarships to students who fit a certain set of criteria. If you come across a scholarship that is open to everyone, do some extra research on the scholarship provider before you apply.
- 4. NO PROOF OF PAST WINNERS:** Try searching the internet for the scholarship and look for evidence of past winners. Most scholarship providers like to brag about the money they have given out so if you cannot find any history, the scholarship could be a scam. This is not always the case. New scholarships, of course, do not have past winners.
- 5. FAKE NONPROFIT OR FEDERAL STATUS:** Even if a company has a Washington, D.C. address or its name sounds official, beware--it could easily be a fake! Just because its name has the word “Foundation” or “Fund” in it does not necessarily make it a nonprofit.
- 6. REQUESTS FOR PERSONAL FINANCIAL INFORMATION:** It is completely unnecessary for a legitimate scholarship provider to ask you to provide a credit card, bank account, or social security number. If you get a phone call from someone claiming that they need this information to process an application, disconnect the call immediately.
- 7. WINNING A SCHOLARSHIP THAT YOU DID NOT APPLY TO:** If you get a call (or E-mail) from a scholarship provider proclaiming that you have just won a scholarship, but you have no idea who they are and have never submitted an application for that particular scholarship, it is most likely not legitimate. Do not give them any information; just hang up/delete the message.
- 8. CLAIMS THAT THEY WILL “DO ALL THE WORK FOR YOU”:** We have made it clear that it takes a lot of work to apply for scholarships. Sorry, but this is unavoidable.
- 9. SEARCH FEES AND CLAIMS “YOU CANNOT GET THIS INFORMATION ANYWHERE ELSE”:** There are many excellent scholarship search engines that are completely free to you. You should never pay for results that you can get for free. The last thing legitimate scholarship providers want is to keep their scholarship a secret.



I am only one, but still I am one. I cannot do everything, but still I can do something; and because I cannot do everything I will not refuse to do the something that I can do. – Edward Everett Hale

Scholarship Application Checklist

Step 1: Become a UH Student

- If you are a new freshman, transfer or returning student to the University of Hawaii System, contact the Admissions Office at the UH campus you plan to attend for admissions requirements and deadlines. For information, please visit the system admissions website: <http://www.hawaii.edu/admissions/>
- Once admitted to a UH campus, obtain your UH ID Number and UH Username. For more information, please visit the UH ITS website at <https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-check-status>

Step 2: Review the scholarship information

Step 3: Request Official Transcripts

- Transcripts must be post-marked by the due date of the scholarship and sent to the appropriate department/office.
- If you are an incoming freshman, transfer or returning/continuing UH System student who has NOT earned a minimum of 12 credits at a UH campus prior to the start of the SPRING semester, you must have your high school/college transcript(s) sent to the address listed above.
- Official transcript(s) are sent by the campus/school registrar and bear a seal or certification.



Step 4: Letters of Recommendation

- Contact at least two (2) references to request permission for a Letter of Recommendation, and request their email address because some online applications will require their email address so a form may be sent to them.
- Examples of people to ask (for references) include past or present teachers/professors, past or present employers, religious leaders, community leaders, and organization leaders. Letters from parents, friends and relatives are not acceptable.

Step 5: Free Application for Federal Student Aid (FAFSA)

- Students applying for UH System Scholarships that are deemed “need-based” are required to complete a FAFSA at www.fafsa.ed.gov and have the results sent to the UH campus you plan to attend (your “home” campus must have the results of your processed FAFSA, with a valid EFC, by the priority date).

Step 6: Personal Statement

- As part of the scholarship application, you will be required to submit a personal statement. You may save your personal statement on your computer and upload it to the scholarship application website via PDF or Word document when prompted or print it out if it required for a paper application. Your personal statement should include the following if applicable:
 - Why you think you deserve a scholarship;
 - Your educational and career goals;
 - Any accomplishments, including any honors or awards;
 - Current employment
 - Any extracurricular activities related to Japanese language or culture;

- Your personal background, including any highlights, special situations in your life or other information that you want the Scholarship Committee to take into consideration (i.e. returning to school later in life, raising children while pursuing a degree, etc.); and
- Any barriers to you obtaining your educational goals and how you plan to overcome them (i.e. socioeconomic or educational disadvantages).

Step 7: Essay(s)

- As part of the online application, you will be asked to complete essay(s). Although the completion of essay(s) is “optional”, we strongly recommend that you complete all essays. Some scholarship funds may have a particular subject specified in the scholarship criteria; therefore, many scholarship committees will be reviewing these essays when making their scholarship decisions. **The essay does not replace your personal statement.** Being that an answer (attachment) is required; if you will not be providing an essay(s), please attach a document stating that you are “not interested in providing an essay”. You may save your essay (in separate documents titled by “topic”) on your computer and upload it to the online application website via PDF or Word document. Topics are as follows:
 - **Community or Volunteer Service** – to be considered for scholarships that give preference to involvement in community or volunteer services, please complete an essay describing what activities you participated in (i.e. any activities including volunteer, leadership, membership and community services in social, school or community organizations which demonstrate your willingness to give back or contribute to your community).
 - **Commitment to a specific field** – to be considered for scholarships that give preference to a specific field, please complete an essay describing what activities you participated in (i.e. demonstrated commitment to field, such as but not limited to: Volunteer work, employment in the field, enrolled in a degree program in any area of the specific field; career goals and plans regardless of area of study; how you intend to impact the community).

Final Step: Complete the scholarship application



If nothing ever changed, there'd be no butterflies. – Author Unkown

