This document provides helpful tips in completing The San Diego Foundation's Common Scholarship Application. Tips are organized into sections correlating to sections in the application.

Contact Information
• Check that your email and phone number are correct

Finances
• If tax forms are not available, estimate income
• If applicable, provide detailed information on your financial situation
• Avoid leaving blank spaces, if possible

Extracurricular Activities & Work Experience
• Provide accurate timeline for activities and work experience
• Explain the focus of the organization/club if it isn’t clear
• Include ALL activities from the past 4 years
• Avoid putting the same activities or work experience in multiple places

Personal Statements
• Do not rush
• Give yourself time to develop your response
• Be clear and informative
• Ensure the response is about your experience
• Differentiate yourself by showing your passion
• Avoid going off topic
• Proof and review your first draft
• Have a knowledgeable person proof and review your response

Letter of Recommendation (if applicable)
• Choose a respected reference/recommender
• This person should know you well
• This person should be able to write a good recommendation
• Ask the individual before providing their information
• Make sure the letter is submitted by the deadline