This document provides helpful tips in completing 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