SCHOLARSHIPS: HOW TO APPLY

A step-by-step guide to applying for scholarships at The Pittsburgh Foundation

All applications for The Pittsburgh Foundation and Community Foundation of Westmoreland County which are available to the general public can be searched and viewed on our <u>Scholarship Search Portal</u>.

For applications that have the Apply Now button **[APPLY NOW ▸]**, new applicants should create a profile and login to <u>apply</u>. Returning users should login to <u>apply</u>.

1. <u>Login</u> and complete your profile.
2. Return to the <u>Scholarship Search</u> page, find scholarships that are a match for you, and complete each scholarship's application.
3. In addition to the scholarship application form, you are required to upload supporting documents (transcripts, activities and achievements chart, student aid report, letter(s) of recommendation, etc.). *See below for more information.*
4. Save, review and finalize your application before submitting. After you click Submit, you will not be able to make edits.
5. After you have completed one application, you may copy that application to other applications using the Copy Previous Answers button **[📋 Copy Previous Answers]**. *Please note, some scholarships require a few additional questions to determine your eligibility so any new fields will have to be completed individually.*

For applications that have the Download Application button **[DOWNLOAD APPLICATION ▸]**, print, complete, attach required documentation and postmark by the published due date.

Supporting Documentation

- **Transcripts**
  Transcripts are required for most scholarships. If you are a high school senior, you will need to attach your high school transcripts. If you are already attending higher education and have attained more than 18 credits, you will need to attach your college/university transcripts. If you have attained fewer than 18 credits, you will need to attach transcripts from high school and college/university. Unofficial transcripts are acceptable.

- <u>**Activities and Achievements**</u> (Word .docx)
  Many of our scholarships have eligibility requirements pertaining to athletic involvement, community service, work history, or just general well-roundedness. The Activities and Achievements chart allows you to submit a circumspect review of your activities and achievements adding another layer to your story.

- **Student Aid Report (SAR)**
  The Student Aid Report (SAR) provides the most comprehensive view into a college student's financial need and is something that each and every student who is seeking financial aid in any form should have. The SAR is the analysis returned once a student completes the Free Application for Federal Student Aid (FAFSA). If you are seeking financial aid and have not yet completed your FAFSA, please do so at <u>https://fafsa.ed.gov</u>.

- **Letter of Recommendation**
  A good letter of recommendation can often tip the scales in favor of the student; however, many letters are canned templates and offer nothing additional to the student's profile than simply demonstrating that they are able to check off

a to-do item. Unfortunately, this lackluster letter writing often reveals more about the person writing the letter than the student. Want to know what makes a good letter of recommendation? Check out our Scholarship FAQs.

SEARCH FOR SCHOLARSHIPS

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PITTSBURGH
FOUNDATION

The power to do great things.

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