

*Path to 4-Year Schools*

**THE TRANSFER GUIDE**

2018-2019 EDITION



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In addition to the information in this guide, please see the Transfer section of [www.laguardiahonors.com](http://www.laguardiahonors.com).

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# HONORS STUDENT ADVISORY COMMITTEE

LEARN ALL ABOUT  
THE TRANSFER PROCESS



WRITTEN, DESIGNED, & EDITED BY HSAC MEMBERS & ALUMS.

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# INTRODUCTION

*Dear Fellow LaGuardian,*

The transfer process may seem like a long and daunting process, but if you manage your time well and stay organized, the process will become less stressful and your efforts will very likely be rewarded. Selecting which college to transfer to is one of the biggest decisions you will make. Dozens of HSAC members have gone through this process and have been successful with the outcomes. We compiled this guidebook to help you stay organized and guide you through the transfer process so that you can achieve your academic goals.

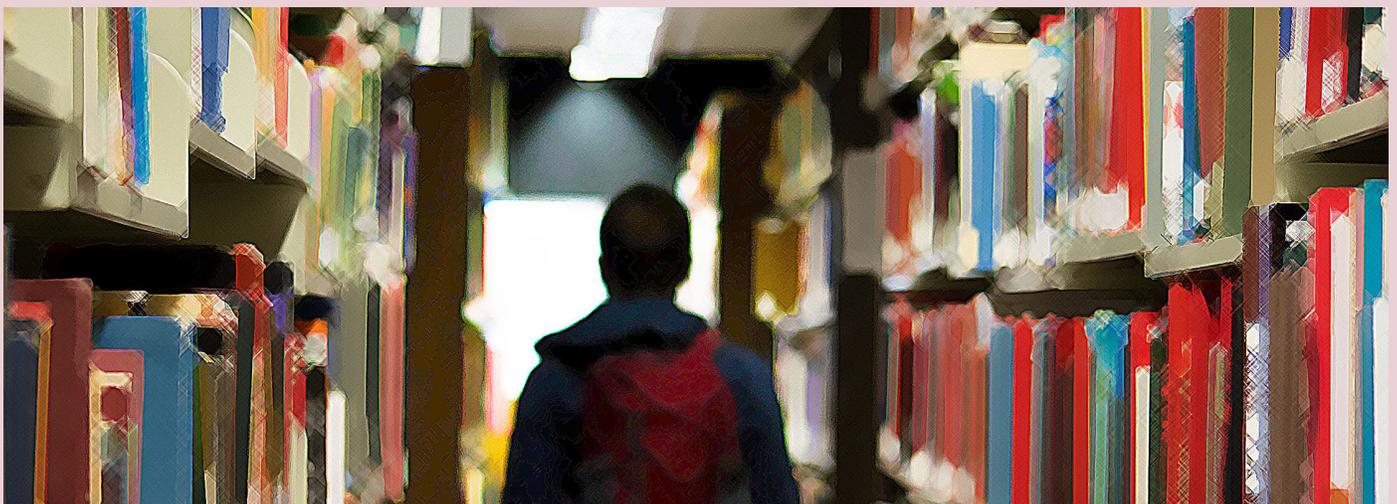
Since admission officers do not have a chance to meet every applicant, **your transfer application should reflect these key things:**

- How do you think?
- How do you face adversity ?
- What are your aspirations/interests? • What can you contribute to their school?
- What kind of person are you in an academic setting? • How will you benefit from attending their institution?

## THINGS YOU WILL NEED:

- Google Calendar/Physical Calendar (Mark down deadlines. Time management is essential)
- Google Drive/USB storage (Store useful information and documents)
- Journal/Word Doc (Getting thoughts down ahead of time can spark ideas for essays)
- Multiple Folders for Documents (Stay organized; you will need various official documents when applying for financial aid)
- Mailing labels for your recommendation writers and stamps (You might have to do some mailing, although most applications are managed through the Common App platform)

If you are planning to transfer to a 4-year school, take some time to thoroughly read this transfer guide. Not everything may apply to you or be interesting; however, this is a product of HSAC (Honors Student Advisory Committee) alumni's experience through the transfer process. Our members have transferred to prestigious schools such as: Amherst, Brown, Cornell, Columbia, Georgetown, Stanford, and Wellesley—among dozens of others. Take advantage of their experience and generosity in sharing. We wish you the best of luck for a successful transfer process!



# INCREASING YOUR CHANCES

## CHOOSING COURSES

When registering for classes, you may wonder what courses you should be taking here at LaGuardia to best prepare you for 4-year institutions. You'll want to ensure that not only will your prospective schools accept as many credits as possible so that you can save time and money, but also, that you maximize your educational experience at LaGuardia. **The first step is to check both the curricula of your prospective major and the general requirements of your institution.** Check the transfer admissions section of the school's website for specific information. If you can't find a list of required courses, you should then look at the curriculum of the program or department that you want to enter. Following the curriculum when selecting your courses should ensure more of your courses will transfer. However, don't restrict yourself to these courses; admissions officers like to see academic flexibility and curiosity. Do not hesitate to call the institution's admission office directly if you have any specific questions. **One of the most important things to consider when choosing a school you're accepted to will be how many credits they will accept from LaGuardia. Before accepting your offer of admission, make sure to ask for a preliminary credit evaluation.** This will mean all the difference when it comes down to deciding which schools are worth your time, energy, and money. Admissions officers also want to know that you are prepared to handle the rigor of their courses. There are two ways these officers determine this: The first is in the level of courses you decide to take at LaGuardia. They will look to see how many 200-level courses you completed. Try to avoid taking an abundance of 100-level courses. Use your electives as an opportunity to fill your transcript with higher-level courses. If you are applying to highly selective institutions, another way of beefing up your transcript apart from maintaining a strong GPA is by enrolling in Honors courses. Every Honors course you complete will be specified as Honors on your transcript. This shows your effort to push yourself and strive for the highest of quality in your academics. Importantly, Honors courses aim to prepare students for the type of academic expectations most senior colleges expect of their students, while also providing various research opportunities. You can further improve your transcript by earning an Honors Concentration Certificate. To do this you must complete at least 7 Honors courses with a C+ or higher according to the Honors curriculum of your major. This might sound like a challenge, but don't let it intimidate you! It's very possible if you start early and it's a great way to surround yourself with like-minded students who take transfer and learning as seriously as you do.





## ACCOMPLISHMENTS & ACHIEVEMENTS

One of the things that colleges want to know about a prospective student is: What significant prizes, awards, research, or contests has the student competed for or won? So **it is important to keep a list of accomplishments with you.** Be sure to note any awards, honors, competition prizes or merit scholarships you received; you can also mention such forms of recognition as being on the Dean's List, completing the Honors Track or Concentration, receiving an HSAC Pin of Honor, or having Xi Beta, Phi Theta Kappa, Chi Alpha Epsilon or any other honor society membership. This is an opportunity to sell yourself to your prospective school. Don't be shy! Put down everything you envision as an achievement, then let the admissions committee decide if it is important. There will also be a section in the common application for you to reflect on your accomplishments and achievements. Your list will also come in handy when you are preparing your Letter of Recommendation package (more on this later).

## EXTRACURRICULAR ACTIVITIES

Colleges want to know how you're spending your time outside of the classroom. They look for **students who not only excel academically, but who take on leadership responsibilities and can manage their time effectively.** Typically, when people think of extracurricular activities, they imagine a student who's involved in various clubs, organizations, research or is doing some kind of volunteer work. Although these kinds of activities are highly recommended and can only strengthen your application, we would like to expand your idea of what an extracurricular activity could entail. **Think of extracurricular activities as your life outside the classroom. Taking care of family or working long hours can be used to your benefit.** If this is you, talk about how this experience has shaped you: Dancing, running a marathon, meditating, and things like drawing or cooking count as extracurricular activities. There is no "right" answer here, and admissions committees are not looking for anything specific. Your life outside the classroom should paint a picture of who you are and what's important to you. Colleges look for quality over quantity. Simply having titles or positions in multiple groups is not necessarily a good thing, especially if you have nothing to show for the titles. It is far more compelling to be deeply involved and active in fewer meaningful endeavours that truly reflect your passions and commitments. In short, first establish what you are already doing that counts as an extracurricular activity and write in your journal about how it has shaped you and your experiences. However, don't forget to brainstorm how you can do more! **Take the initiative to create or get involved with an existing community, club or organization that will reinforce your goals and aspirations.** For example, if you're interested in a career in medicine or health care, start volunteering at a hospital or seek out faculty to do research with.

# Getting Organized

One very helpful tip during the transfer process is to keep organized. As you can already start to tell, **time management is really important in this process**. Here are a couple of tips to start getting organized:

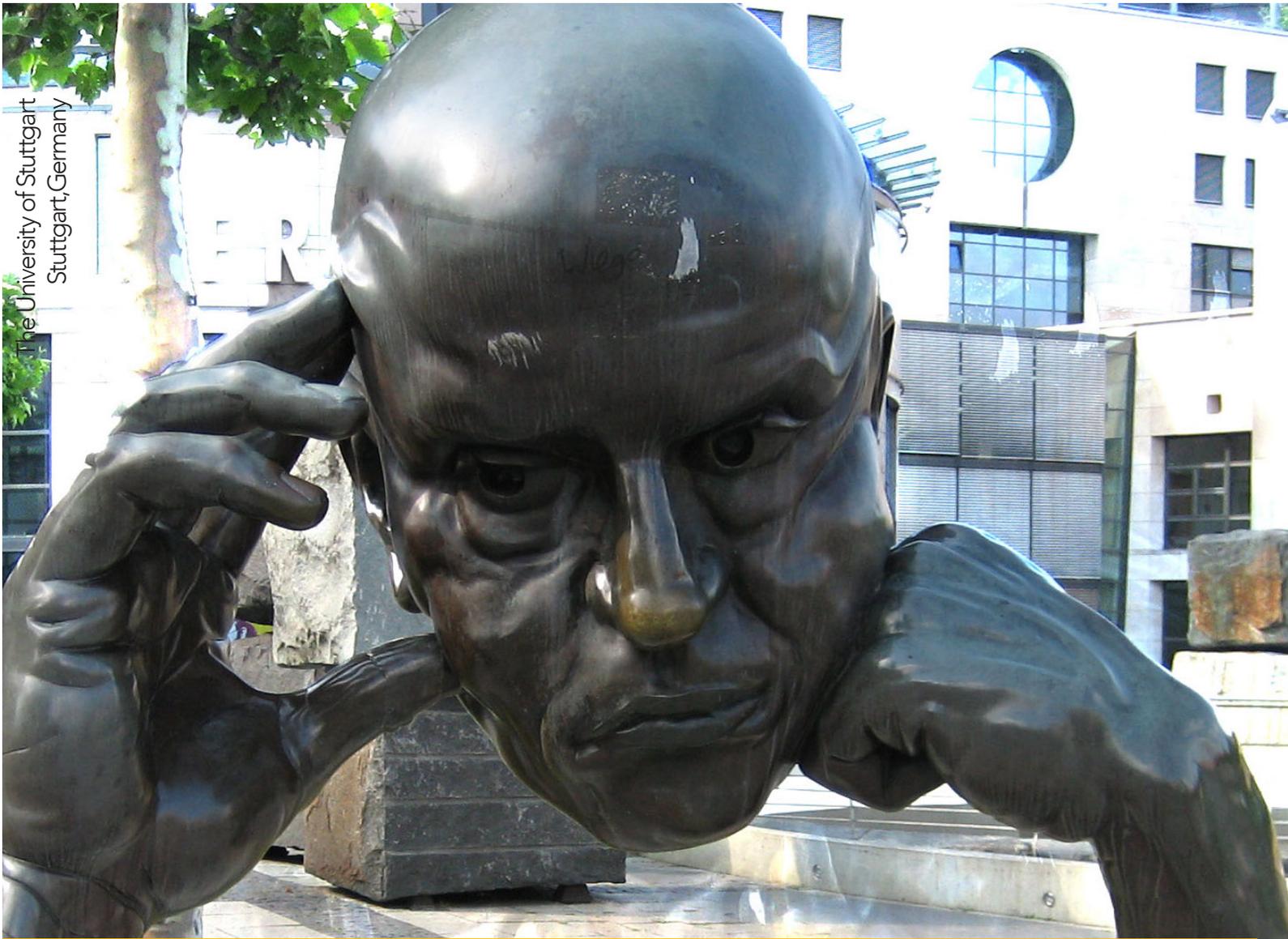
- A calendar with all the deadlines for applications and documents that you have to submit.
- Set up reminders on your phone or any electronic device that you have as you go through the process.
- Some people prefer a calendar or planner on pen and paper so that it's easier to remember and you have a concrete list to look on. If you prefer that, then download the transfer guide printout from the LaGuardia Honors website (this link can also be found in the Useful Links section).
- Create a master list on Excel or on paper with all the requirements of the colleges on your list.

- Set aside time on your schedule for the transfer process. It can be an hour or two each day depending on your availability. It's very easy to get caught up in other responsibilities you have, so setting aside time for the transfer process is your commitment to getting things done. Remember: this is an investment for your future!
- Keep any business cards or contacts that you have for schools that you are applying to so that if you have questions, it'll be easier to find someone to ask.
- There are other students just like you who are transferring to the same schools, so keep in contact with them and share information.
- Create a checklist so that you can keep track of tasks that need to get done and make sure to prioritize by what needs to get done first.





Columbia University  
New York, NY



# GENERATING YOUR COLLEGE LIST

## TAKING THE FIRST STEP

A great way to start building your list is to speak with your professors, as they can offer invaluable insight and knowledge. Additionally, speaking with an HSAC member lends a peer's perspective in your decision-making process. You can also visit the Transfer Services office. **Ultimately, you will spend a good amount of time doing your own research on schools. Having an acute understanding of what you expect from your college experience is crucial.** There are many factors to consider when choosing an institution to transfer to. These include, but are not limited to, the academic quality, how competitive the acceptance rate is, campus life, impressions after visiting, and the financial accessibility.

HSAC organizes transfer events such as the Summer Transfer Workshop and the Alumni Panel where former LaGuardia students come to campus to speak about the transfer experiences and offer their insights on how best to tackle the relevant issues. We have alumni coming from different private and public institutions such as Cornell, Wellesley, Brown, Hunter and other prestigious universities, therefore these events are a great learning experience. Keep an eye out for the dates of these events on our school's website or by following our email broadcasts.

## ACADEMIC QUALITY

A quick way to determine the quality of a school's academics is to research the various ranking systems available, such as U.S. News, Forbes: America's Top Colleges, College Prowler, and Unigo. These sites have gathered and compiled copious amounts of material. One popular review site is Niche, it offers the most comprehensive data available on U.S. schools and colleges. They are constantly updating to produce new rankings and insights, have over 100 million reviews and poll responses along with clear statistics and comparable grades to help you find the right school.

While information provided by such ranking systems can provide a brief overview of the caliber of a school, it is important to dive deeper into your research and not follow ranking lists blindly. With every school you choose to apply to, it is integral that it offers a strong program that aligns with your major. **Visiting the school's website for extensive information regarding your major is essential to gaining a better understanding of a school's academics beyond ranking systems.** A school's website can also disclose what types of opportunities are available, for instance the option to study abroad, internships, or undergraduate research programs that are specific to your major.

## ACCEPTANCE RATE

When creating a list of schools, it is important to consider your chances. Create a diverse list of schools ranging from, and what are commonly known as: **reach, target, and safety schools**. Academic credentials hold a fair amount of weight in the likelihood of getting into 4-year schools and should not be overlooked when placing your schools in the above categories. Defining what would be considered a reach, target or safety school depends on you. Maintaining a solid GPA will enable a wider range of choice schools and increase the probability of your acceptance. A reach school is considered one in which your academic credentials fall below, or even within, the school's range for the average freshman. A highly selective school, such as Stanford or Harvard, would also fall under the reach category. This is not necessarily based upon grades, but due to their exceptionally competitive acceptance rate. Bear in mind that even if your academic credentials fall below or within the reach school's GPA average, the potential for acceptance is still a slim possibility. Target schools are your middle ground and would be those where your academic credentials fall safely within the school's range for the average freshman. There are no guarantees, but it is not unreasonable to be accepted to several of your target schools. Last, but not least, if your academic credentials soar above the school's range for the average acceptance, you may categorize this school as a safety school. You can be fairly certain that you will be accepted to your safety schools. It would be wise to apply to a few schools from each category; many applicants apply to three reach schools, three target schools and two safety schools, but this is not required. Take into consideration your current commitments. The sooner you begin the process, the more institutions you will have time to apply to.

## AFFORDABILITY

It is important to consider the cost of the school you want to attend as well as the amount of aid the school are willing to offer you. Federal/state grants, institutional scholarships, external or private scholarships, and loans can all help fund your education. Finding schools that are willing to finance your education is vital to making your list. Public schools such as CUNY and SUNY are typically cheaper than private schools, but this not always the case. In fact if you are a New York resident, you may qualify for the Excelsior scholarship depending on your family's financial situation. This scholarship, along with other combined grants, allows qualifying students to attend CUNY and SUNY colleges tuition-free. Keep in mind that this covers only tuition and that you would have to look for other means to sustain your housing and meal expenses. **Most SUNY schools offer nothing other than loans in their aid packages, whereas most private colleges offer institutional awards to help fund your education, which easily makes them more affordable for low-income students.** One way to find out if an institution is generous with their institutional award is by checking their endowment. **The higher the endowment, the more a school is willing to cover—especially if you're in dire financial need.** Another thing you can look for is the level of education you can acquire for the lowest cost. Some schools often joint programs in which you can pursue higher degrees in less time. For example, John Jay offers a BA/MA program for exceptional students. This program offers students the opportunity to acquire their Bachelor's and Master's degrees together while only paying undergraduate tuition.

## CAMPUS LIFE

Doing research on a school's social offerings is key to finding a proper fit. Are there any clubs on campus that are of interest to you? Do you prefer a smaller, more intimate classroom setting to an overcrowded lecture hall? What about the school's philosophy? The size of the school, the demographics, dorms, climate and even the social scene will all have an impact not only on your learning experience, how you interact with others, and ultimately how you will perform at your new school. As you research



Wellesley College  
Wellesley, MA



probable schools, **remember that this is an environment in which you will call home, study, and meet new people for the next two or more years.** Ensuring that you feel supported, safe, and challenged academically will only further your success.

## **VISITING COLLEGES**

As you start narrowing your college choices, make an effort to visit colleges that you are considering. **Reading about a school can make it seem like a dream, but you will never know how you feel until you actually visit and interact with people on campus.** The NYU Community College Transfer Program (CCTOP) and Columbia University's School of General Studies are examples of local colleges that routinely hold orientations for prospective transfer applicants, and they are only a subway ride away. Other nearby colleges such as Sarah Lawrence College, Bard College, Smith College, Amherst College, Georgetown, Brown University's RUE program, and Mt. Holyoke College offer orientations and interviews for transfer applicants. Make sure to **attend the transfer fair that is held once every semester at LaGuardia where you can meet representatives and admission officers from 4-year CUNY, SUNY and private colleges to discuss admission requirements, financial aid, and scholarship opportunities.**

HSAC also organizes college visits to universities in the D.C./Baltimore and Boston regions, for example. Take advantage of these opportunities to check out the campuses, talk to admissions officers, meet current students and faculty, and even get a chance to be interviewed by the admissions office. Take the initiative to plan visits on your own or with some peers during Open Houses organized by admissions offices (check their websites for details). Nothing beats experiencing a campus in person to get a feel of whether a college is a good fit for you. If you aren't able to visit the campus in person, you may still be able to get a virtual, and sometimes interactive, tour of the campus on the college's website.

City College  
New York, NY



# ACADEMIC DOCUMENTATION

## PLANNING AHEAD

Deciding when exactly you intend to transfer from LaGuardia to a 4-year institution is important. Some schools will only allow students to transfer in at the beginning of the Fall Semester, while others also accept transfers for the Spring. All schools have very precise application timelines and deadlines that you will need to follow. You will require plenty of time in order to gather documents and complete your applications. **Generally, you should begin the transfer process one year ahead of your graduation date.**

For example: If you plan to transfer after spending four semesters at LaGuardia, then you should begin researching schools you're interested in applying to by the time you're completing your second semester and begin working on your Common Application, including your personal essay and supplemental essays, by the beginning of, or sometime during, your third semester. This is also probably a good time to begin your financial aid application process. You should be planning your campus visits and asking for letters of recommendation by the mid-point of your third semester.

**A common misstep is overlooking the amount of paperwork involved in the transfer process.** Both the Common Application and institutions' individual applications will require you to supply a number of documents, some of which you will have to request weeks or months ahead of time. You will find much of the information you need on the websites of colleges and universities themselves. Each school will have information for transfer applicants under the Admissions tab on their website. While applying for transfer within CUNY is fairly simple and straightforward, applying to private colleges and universities is a considerably more rigorous and demanding process. You can always reach out to any of the schools you are applying to directly by calling or emailing their Admissions or Financial Aid Offices. **The Admissions Office of a school you are applying to will be able to answer specific questions you may have, but will probably not be equipped to walk you through the process. For that kind of support, reach out to your professors at LaGuardia, who are experts at navigating academic bureaucracies.** Below, we overview the most common documents you will need to submit in order to complete your transfer application.

## APPLICATION FEE WAIVER

Fee waivers can be requested from the Transfer Services office (B-215). There is no application fee for current CUNY students transferring to another CUNY school, and one application covers up to four CUNY schools. For students who will be graduating with an A.A. or A.S. and are applying to transfer the following semester, the fee will be waived for a SUNY application, which covers up to four SUNY schools. For private schools, you need to pick up a form at the Transfer Services office (B-215) and fill it out. After filling out the forms, return them to the Transfer Services office. **You will need to wait 1 week to pick up a letter requesting that your application fee be waived, which you then need to mail to the school yourself.** For public schools (other than CUNYs and SUNYs), it is the same process as private schools. However, some public institutions won't accept LaGuardia's fee waiver and will ask you to provide more information (i.e. tax returns or a written explanation letter). If you are behind your deadlines, it never hurts to ask Transfer Services if they can have your fee waiver a little sooner, but keep in mind that there might be more students just like you in the same position.

## MID-TERM REPORT

Most four-year institutions require a Mid-Term Report that can be found on the Common Application website or on the college website if the college is not affiliated with the Common Application system. If you are applying for Fall admission, you will have to give the forms to your Spring professors, who will write a few comments regarding where you stand in the course, as well as the grade that you currently have. Once you get the forms back, it is your responsibility to make copies of the form and to send it to the schools to which you are applying.

## COLLEGE REPORT

In order to obtain the College Report, first print out the form from the Common Application. Each College Report is specific to the applicant, and includes your Common App ID. Next, bring it to the Transfer Services office to have it filled out. Just like the Mid-term Report, you should take it upon yourself to make copies of this form and send it to the schools to which you are applying.

# Getting Everything Together

## ORDERING COLLEGE TRANSCRIPTS

Transcripts can be ordered online, in person, or by mail. In person can be the best option because postal mail can add additional time to the wait, and there is an added \$2 service fee for online processing. However, doing it online through CUNYfirst is quick and secure. It's up to you! **When ordering in person, first you must go to the Bursar's Office (C-110) to pay for each transcript (\$7 cash).** There is no fee for transcripts sent to CUNY schools. After payment is made, bring the receipt and identification and proceed to the Enrollment Services Center (C-107). Fill out a transcript form with your name, and the name and address of the recipient school(s). Official transcripts will be mailed out shortly after. For online ordering, click the link found under the "Advisement / Transcript" section on CUNYfirst.

## GENERAL EDUCATION DIPLOMA (GED)

If you have a GED, you will be required to submit an official copy along with your transcript to each school you apply to. If you received your GED from the New York State, you can order these items by googling: GED Attachment H. Print out Attachment H. (Note: You will need 1 form for each school.) Fill out each of the forms with the address of the college(s) you are applying to. The cost for each copy is \$10.00 and **MUST** be paid with a certified check or money order payable to the New York State Education Department. Exact instructions (along with mailing address) will be found on the bottom of Attachment H, but you can also find all of this information by checking the Useful Links Section.

## HIGH SCHOOL TRANSCRIPT

The process of obtaining high school transcripts varies depending on the high school you attended. Some schools may charge for the transcripts and/or require you to submit a form while others may allow you to pick up the transcript for free. The only way to be sure is to call your high school. **You will have to send one OFFICIAL transcript – in a SEALED envelope– to each school you apply to.**

## HIGH SCHOOL OUTSIDE OF THE U.S.

You must submit your official high school transcripts, along with official/notarized English translations of these transcripts. These must be original records sent directly from those high schools to the 4-year institutions; you can't be the middleman in this process. Some universities give your high school the option to submit your transcripts via email.

## ENGLISH PROFICIENCY

If your first language or the primary language spoken in your home is not English, you must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Four-year institutions are looking for their students to be able to understand rapid, idiomatic English, and to express themselves clearly in speech and writing. Check the Useful Links section for center dates and the TOEFL website.



## SAT/ACT SCORES

Do you need to submit SAT/ACT scores? It really depends on the school you're applying to. Some schools don't require SAT/ACT scores for any transfer students, some only ask for standardized test results from students who haven't completed a minimum number of credits, and some require test scores for all applicants. In general, the further away from high school you are, the less schools rely on them. Very selective schools, such as Stanford or Duke tend to care more about test scores. Since the policies vary, you'll need to find out whether the schools you're applying to require you to submit SAT/ACT scores. Start by checking the transfer section of their website. **Keep in mind that taking this exam shouldn't be seen as a burden, rather an opportunity.** It can prove to be a beneficial experience that refines your test-taking abilities—especially if you've never taken it.

## TRANSFERABLE CREDITS

Many community colleges have "Articulation Agreements" with four-year schools. **Articulation agreements ensure that upon the completion of an Associate's degree, the General Education requirements will be satisfied at the partner four-year school.** For example, LaGuardia & Cornell University's College of Agriculture and Life Sciences (CALS) have an articulation agreement. Once you have earned your Associate's degree at LaGuardia, your credits are transferable to CALS, as long as the credits are earned with the specified grade in the agreement. If your schools of preference don't have articulation agreements with LaGuardia, then you should explore the schools' websites or contact admission officers about which credits will transfer. Some of LaGuardia's articulation agreements can be found in the Useful Links Section.



# THE PERSONAL STATEMENT & SUPPLEMENTAL ESSAYS

*The following information has been taken from the University of Maryland National Scholarships Office website as well as from the Cornell and Willamette websites.*

## **WHAT IS A PERSONAL STATEMENT?**

A personal statement is your introduction to a selection committee. It is an autobiographical essay of who you are as potential transfer-student, but more importantly, as a person. It must provide reasonable details about your intellectual journey, drive, and what you hope to accomplish with your education. Furthermore, the personal statement is an analytical element of your application and is often considered known to be the hardest component to write. Again, starting early and jotting down notes in your journal can help facilitate the essay writing process.

## STRATEGIES FOR WRITING THE PERSONAL STATEMENT

The personal statement gives you the chance to be unique, which means there is no specific style to write it. It provides you with the opportunity to demonstrate your character and present your future goals. It requires you to **engage in personal reflection**. That can be liberating and it can also be aggravating. Everyone has a story to tell, but we are not all natural storytellers. If you are like most people, your life might lack inherent drama, or it might be drowning in it. This is a time when **serious self-reflection, conversation with friends, family and mentors, and creativity can come in handy**.

A personal statement should indicate your priorities and judgment, while also demonstrating your critical thinking abilities. It is **a declaration of who you are becoming and must show (not tell) your journey in a concise manner**. How you think matters just as much as what you think. When you write an essay for class, you dissect scholarly publications, journal articles, and statistics; you arrange, collate, and analyze. You construct an argument with objective, verifiable data. On the other hand, the personal statement comes from inside you, passionate, gutsy, and full of risks. Its composition is organic, a natural growth dictated by an obscure, internal logic. You do not make it up; instead, you listen. Bottom-line: You get real. This means that **you have to do some serious soul-searching, and allow yourself to be pushed beyond your comfort zone**.

When writing your personal statement ask yourself: Who am I? Who do I want to be? Moreover, what kinds of contributions do I hope to make in the world? Think about the plan of action you are creating right now to achieve your goals. Writing your personal essay will require you to dig deep and ask yourself where you have been. Where are you right now? What have you learned? How have you grown? Also, where are you heading? The reader must be invited to get to know you personally. Bridge the assumed distance of strangers. Make your reader welcome.

Most importantly, the personal statement must display your intellectual growth and how it has informed your academic and professional interests. Finally, it is crucial to make a connection with the reader without sounding as though you are pleading for acceptance. **The hardest part is often the first step; so get outside of your head and get drafting**. Set in motion the wheels towards an authentic, concrete, and real assessment of who you are and what goals you have set to be successful on your journey of higher education!

## PERSONAL BRAINSTORMING EXERCISE

At the start of your transfer essay writing process, free-write based on questions such as:

What is your **passion**?

What is the hardest decision you've had to make?

What draws you to your field of study?

What are the top three things on your list of **priorities**, and why are they in that order?

What is one goal you must reach to consider yourself successful in your career?

What **virtues** do you live by?

For this exercise, you will answer these questions. Then, free-write a response to the one that appeals to you the most. Your answers to these questions can be used to inform the content of your personal essay.

Do not expect to produce the final version after the second or third draft. Understand that this is a long process, and this is the just beginning. You may end up not using any of the words you draft, but if you answered truthfully, then you may have found something about yourself that you can now use as a basis for your essay. **If you wait until you have something that is "perfect," you will never begin! Just write!**



*A Picture of Who You Are  
as a Person*

## STAY AWAY FROM

- **Clichés** and familiar metaphors. The purpose of the personal statement is to distinguish yourself from other applicants.
- **Writing too little.** Aim to meet the maximum word requirement while also being sure to avoid sharing irrelevant information. This is your opportunity to shine, so use it wisely and efficiently.
- **Controversial issues.** You do not want to offend the person who is reading your statement so be careful about how you convey your opinions and perspectives. You should also avoid sounding negative or pessimistic. There is nothing worse than conveying your message in a dark tone or making yourself look unattractive. Grab your reader's attention with the optimism and positivity you hold for your future as a scholar and professional.
- Last but not least: **DO NOT MAKE ANY GRAMMATICAL ERRORS!** Your personal statement must be polished. Do not depend on Microsoft Word or any other digital tool to help you with grammar, sentence structure, transitions, etc. Employ as many human beings as possible to help you edit your essays.



## SUPPLEMENTAL ESSAYS

The Personal Statement is often supplemented with additional essays, which are all specific depending on the institution. Some schools have 2-3 (sometimes more) supplemental essays, and some have none, but you should be prepared to write essays beyond your personal statement. When writing these, it is important to keep your Personal Statement in mind—make sure that what you write adds to your personal story, and remains cohesive. **Think of all your essays as fragments; they should all connect like pieces of a puzzle to create a picture of who you are.** Don't write about wanting to be a Biochemical Engineer in your personal statement, then switch it up to Fine Arts in a supplemental—stay consistent. All supplemental essays will be accompanied by various prompts. They can range from "Why this institution?" to "What do you care about?" The "why us" essays are where you can discuss information that is particular to each college to which you are applying. For instance, you can write about the college's programs/departments that fit your academic interests, the program's/department's curriculum, the college's academic and student services, and any other unique features (institutes, internship, and mentoring opportunities, etc.). **Your discussion of each college must reflect thorough research of that college's programs, curriculum, and services.** Make reference to the specific university or college you are applying to, and explain why you feel their program suits your goals best. Most supplemental essays are creative in nature, such as Stanford's "letter to your roommate" prompt. Use these as an opportunity to show a different, less academic side of yourself or simply focus on an explored theme in your personal statement and expand.



# Personal Statement Must-Do's

## **Be sure to answer the prompt and address the question given to you.**

A helpful tip is always to have the prompt in front of you (or at the top of the document you are writing), to refer to as you go along. There is nothing worse than tangential without addressing the prompt or question given to you - this will only imply that you do not know how to follow directions.

## **Reread, edit, rewrite. Then repeat.**

Make it a priority to seek out your advisors, mentors, and professors for feedback when writing your statement because they will be invaluable resources through the editing and revision processes that can sometimes take weeks, if not months, to complete.

Also **remember not to blindly accept everyone's suggestions!** There is a point when too much editing will obscure your personal voice. Again, perfection is not the goal; you should try to express yourself in your own words, as best you can.

Print out a clean copy of your draft to edit. It is a much more efficient way to edit, and lessens the probability of missing an error as compared to when editing digitally.



# A Personal Statement is Not

## ***An academic paper with you as the subject.***

The papers you write for class are typically designed to interpret data, reflect research, analyze events or readings--all at some distance. We are taught to eliminate the "I" from our academic writing. In a personal statement your goal is to close the distance between you and the reader. You must engage on a different, more personal level than you have been trained to in college.

## ***A resume in narrative form.***

An essay that reads like a resume of accomplishments and goals tells the reader nothing that they cannot glean from the rest of the application. It reveals little about the candidate, and is a wasted opportunity.

## ***A journal entry.***

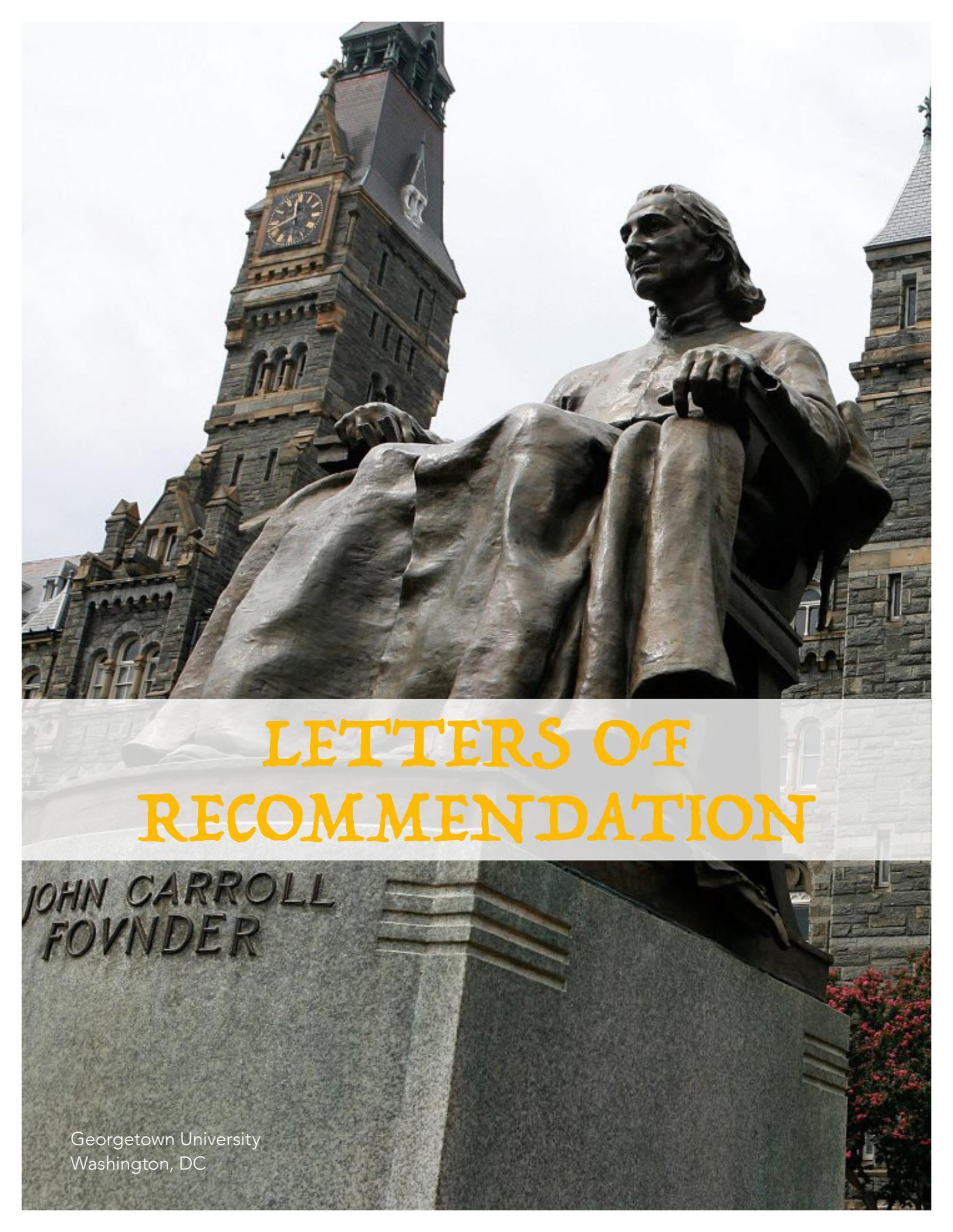
While you may well draw on experiences or observations captured in your personal journal, your essay should not read like a diary. Share what is relevant, using these experiences to give a helpful context for your story. And include only what you are comfortable sharing--be prepared to discuss at an interview what you include.

## ***A plea or justification for admission.***

This is not an invitation to "make your case." Defending an assertion that you are more deserving of admission (or a scholarship) than other candidates is a wasted effort--you've likely just accomplished the opposite.

## ***Your chance to second-guess the selection committee.***

Most importantly, a personal statement is authentic. So don't make the mistake of trying to guess what the committee is looking for, and don't write what you think they want to hear. They want to know you.



# LETTERS OF RECOMMENDATION

JOHN CARROLL  
FOVNDER

Georgetown University  
Washington, DC

## TAKING THE FIRST STEP

Recommendation letters are a key component of your application, especially if you are pursuing admission into highly selective institutions or are applying for a competitive national scholarship. The following are tips gathered from faculty experienced with writing recommendation letters, and advisors for transfer, scholarship and admission. **Letters of recommendation help illustrate to admission officers who you are, and what kind of student you are.** The letter helps an officer determine if you have already made an impact and if you're capable of continuing this trend at their school. The best letter of recommendation highlights your striking characteristics as a student, inside and outside of the classroom. Before asking anyone to write a letter of recommendation, consider the following basic tips for what a letter of recommendation should contain, and how to go about requesting one in a respectful and timely manner. Schools often ask for two or three recommendation letters from people who know you well, and preferably people who have taught you. It is best to have three recommenders in mind when going through the transfer process. These letters should be written by someone who can describe your academic skills, accomplishments, and personality.

## WHO WILL WRITE MY LETTER?

This is the critical question; you must take the time to reflect on this very carefully. FOCUS ON QUALITY! Perhaps you might have a professor in whose class you have earned an A, but how well does the professor know you? You want a professor to write a detailed recommendation about your qualities as a student and a professional. They should be able to provide details and anecdotes to support their claims. This professor does not have to be in your major, nor the hardest or most popular instructor on campus. **What matters most is that you have built a solid relationship with this instructor, one that will make for an outstanding letter of recommendation.**

## RECOMMENDATIONS THROUGH THE COMMON APPLICATION

Most recommendation requests are done through the Common Application. Before you can invite and click "Assign Recommenders," you must complete the Federal Education Rights Privacy Act questions. We recommend you authorize your schools and colleges to release and share records. Also, **whether you're using the Common App or not, we highly recommend you waive your right to access your recommendations and any other documents being sent.** Doing so demonstrates the confidence and trust that you have in your recommenders to write honest assessments. Institutions pay close attention to how you respond to this question. Then, click on the "Invite Recommenders" link to proceed to invite an academic evaluator to complete the Academic Evaluator form. You will need your professor's title, name, and email for him/her to submit this form. Finally, after inviting your recommender, you must now assign him/her to each college you want his/her evaluation form sent to. After receiving the invitation email, your recommender will have the option to submit your letter either via online or by mail. If your colleges don't use the Common App., simply follow the instructions provided by the particular colleges. Keep in mind to **communicate with your professor before sending them a request to write a recommendation.**

# Obtaining the Best Letters of Recommendation

## *Initial Steps:*

Before you contact a professor, list reasons why you are asking for a recommendation from them, and why they should be able to provide you with a strong one. If you cannot come up with this list of reasons (besides the fact that you took his/her class), then you probably should not ask this person for a recommendation.

- **Get to know your professors.** If possible, take more than one class with the same professor, or keep in touch with them over the course of your time at the college. Schedule an appointment to meet with your professors. Visit them during office hours. Some teachers write many recommendation letters each year. Even if they know you well, it's a good idea to take some time to speak with them. Make it easy for them to give positive, detailed letter about your achievements and your potential by refreshing their memory. Talk to them about your class participation, mention any challenges you overcame, and give them the information they need to provide specific examples of your work.

- **Treat your classes like a job:** Show up on time, submit work on time, and use appropriate language and behavior.

## *THEN, in order to obtain a letter of recommendation:*

- Make sure that your professor is WILLING to write you a recommendation. For example, ask: "Would you be willing to write me a positive recommendation?"

- Make sure that your professor can speak about your work and potential in your intended major or profession.

Now that you can identify who will be your best recommenders, you must take the appropriate steps necessary to request your letters. Remember to be mindful of the professor's time and schedule. What do you do now?

# You Should Give Your Recommenders:

## 1. TIME

Give your professors enough time. You may need to ask a few months ahead of time. After you ask them, you may need to give them gentle reminders, but don't be pesky.

## 2. A List of the Institutions

to Which You Are Applying & Relevant Deadlines

Have a list of schools to which you plan to apply for admission organized by time limits. If necessary, provide them with mailing labels (with the address of each transfer college pre-printed on them). NOTE: Common Application recommendation letters are submitted online. Recommenders will only submit one letter for all your transfer colleges which use this application.

## 3. A List of Goals

Include a short list of academic and career goals, and any other information that you would like the professor to include in the letter.

## 4. Unofficial Transcripts

Unofficial transcripts from LaGuardia and any other college you may have attended, highlighting the classes you took with the professor from whom you are seeking a recommendation.

## 5. Examples of Work

Submit one or more essays or projects that you produced in that professor's class/es. Remind them of specific work or projects you're proud of.

## 6. The Option of a Follow Up

Ask for permission to follow up. Ask your professor, "How long do you think you will need? May I follow up with you in two weeks?" Make note of the deadline and remember to follow up. Be sure to remain in contact with your professor regarding the submission of your letters, but remain considerate and courteous. Do not harass your professors about the completion of their recommendation. If you follow the timeline correctly, then checking in with the professor two weeks before the due date should suffice.

## 7. Application Essay/Entire Application

Check with your Recommender. You may want to submit a strong draft of your essay even if it is not your final draft (you can tell the professor that you are working on revisions).

## 8. A Thank You!

Congratulations! You have moved a step toward completing your transfer application. A helpful tip is to show gratitude to your professors who wrote your letter of recommendation by sending them a handwritten thank-you note. This little gesture goes a long way! It demonstrates that you truly value your professor's time and commitment to you. Keep them up-to-date with the outcomes of your transfer applications because you may need another recommendation for another college or scholarship in the future. And tell your references where you're going and let them know how much you appreciate their support.

# FINANCIAL AID: GRANTS, LOANS, & SCHOLARSHIPS

## FINANCIAL LITERACY

Figuring out how to finance your education could be one of the most daunting tasks in your transfer process, but don't get discouraged! There are several steps you can take to prepare yourself. You must first understand that **financial aid stands for a combination of financial assistance** that will cover the cost of tuition, room and board, and other expenses. This umbrella of aid includes both "free money" (money you will not have to repay) and loans (which you must repay). When we refer to "free money" or money that does not need to be paid back, we are referring to scholarships and grants. This type of aid can be awarded to you from several places, including the federal and/or state government, the school that you decide to attend, and/or private scholarships that are independent of both government and institution. It is highly encouraged to use the financial aid calculators on the websites of the schools you intend to apply to. Every institution has a criteria when it comes to awarding financial aid packages.

## CSS PROFILE

The CSS Profile is an online profile required by many private universities. This profile is used to determine the amount of aid given to students directly from the university's scholarship/grants funds. You can find a link to this application on our Useful Links section.

## FAFSA/TAP

The first federal application is the FAFSA, which you should be familiar with. The FAFSA now allows students to begin applying as early as October 1. This form allows the Government to estimate the amount of financial assistance you will need for the upcoming academic year based on your parent's income if you are dependent, or your income if

independent. Another form of financial assistance provided by the State of New York to residents going to school in state, is TAP. Students can submit their TAP application only after the FAFSA has been completed.

## STUDENT LOANS

Loans are a useful, at times necessary, option when financing your education. Although it may be considered the least desirable, it is often an option that needs to be considered. There are two main types of loans you may encounter when planning to finance college. The first is the subsidized loan which does not accumulate interest. The second type is the unsubsidized loan which begins to collect interest from the moment the loan is taken out. Keeping up-to-date records of your loans and important dates can prevent future headaches. It is important to keep in mind that loans are a form of investment. They allow you to invest in your own education and in most cases increase your lifetime earning potential.

## GRANTS

There are several kinds of grants: Federal, State, and Private. In order to receive this aid, you must submit the MANDATORY applications before their deadlines, so familiarize yourself with those dates. It should be noted that financial aid works on a first-come, first served basis, which means that those who apply early can receive more assistance, so apply early.

# The Award Letter

The following is an example financial aid award letter for one academic year. Remember each award is dependent on the institution and demonstrated financial need, among other factors (such as availability of institutional funds for transfer students in the given year). Familiarize yourself with the content.

*Note: This particular student demonstrated high financial need.*

Stanford   Financial Aid																	
<b>Cost of Attendance:</b> The budget includes the actual cost of tuition and certain fees, and a standard amount for housing and meals. Allowances for the typical costs of books and supplies, personal expenses, and transportation to and from campus are estimates of your actual expenses and included for the purpose of determining the full cost of attendance and eligibility for aid.	<table border="1"> <tr> <td>Tuition</td> <td>\$48,987</td> </tr> <tr> <td>Room and Board</td> <td>\$15,112</td> </tr> <tr> <td>Campus Health Service Fee</td> <td>\$630</td> </tr> <tr> <td>New Student Fees</td> <td>\$775</td> </tr> <tr> <td>Personal Expenses</td> <td>\$2,925</td> </tr> <tr> <td>Books and Supplies</td> <td>\$1,455</td> </tr> <tr> <td>Transportation</td> <td>\$1,098</td> </tr> <tr> <td><b>Total Expenses</b></td> <td><b>\$70,982</b></td> </tr> </table>	Tuition	\$48,987	Room and Board	\$15,112	Campus Health Service Fee	\$630	New Student Fees	\$775	Personal Expenses	\$2,925	Books and Supplies	\$1,455	Transportation	\$1,098	<b>Total Expenses</b>	<b>\$70,982</b>
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<b>Total Expenses</b>	<b>\$70,982</b>																
<b>Scholarships and Grants:</b> This is gift aid that does not have to be paid back. Aid from Stanford is awarded based on our calculation of your need. If information is still required, these awards are estimates and may change. Details regarding quarterly amounts can be found at [redacted]	<table border="1"> <tr> <td><b>Stanford Resources</b></td> <td><b>\$58,280</b></td> </tr> <tr> <td>Stanford Fund Scholarship</td> <td>\$58,280</td> </tr> <tr> <td><b>Federal/State Resources</b></td> <td></td> </tr> <tr> <td>Pell Grant</td> <td>\$5,920</td> </tr> <tr> <td>SEOG Grant</td> <td>\$2,000</td> </tr> <tr> <td><b>Outside Resources</b></td> <td></td> </tr> <tr> <td><b>Total Grants and Scholarships</b></td> <td><b>\$66,200</b></td> </tr> </table>	<b>Stanford Resources</b>	<b>\$58,280</b>	Stanford Fund Scholarship	\$58,280	<b>Federal/State Resources</b>		Pell Grant	\$5,920	SEOG Grant	\$2,000	<b>Outside Resources</b>		<b>Total Grants and Scholarships</b>	<b>\$66,200</b>		
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<b>Total Grants and Scholarships</b>	<b>\$66,200</b>																
<b>Net Cost to you:</b> Net Cost is Cost of Attendance minus Scholarships and Grants. Additional resources listed below may be available to help you with the Net Cost.	<table border="1"> <tr> <td><b>Total Net Cost</b></td> <td><b>\$4,782</b></td> </tr> </table>	<b>Total Net Cost</b>	<b>\$4,782</b>														
<b>Total Net Cost</b>	<b>\$4,782</b>																
<b>Parent Contribution:</b> Calculated amount based on information provided on your financial aid application and a standard formula.	<table border="1"> <tr> <td>Parent Contribution</td> <td>\$0</td> </tr> </table>	Parent Contribution	\$0														
Parent Contribution	\$0																
<b>Student Responsibility:</b> You are expected to contribute through summer earnings and assets as well as earnings during the academic year. For information about applying for jobs on campus see [redacted]. You may also meet your student responsibility through outside scholarships and/or student loans.	<table border="1"> <tr> <td>Student Contribution</td> <td>\$2,282</td> </tr> <tr> <td>Federal Work-Study Eligibility</td> <td>\$2,500</td> </tr> </table>	Student Contribution	\$2,282	Federal Work-Study Eligibility	\$2,500												
Student Contribution	\$2,282																
Federal Work-Study Eligibility	\$2,500																
<b>Loan Programs:</b> Student or Parent loans may be available to help finance your Net Cost. You may be eligible for additional loans; see details about loan eligibility and processing instructions at [redacted]. Your total student indebtedness at Stanford: <b>\$0</b> (excluding loans not yet accepted)																	

# Understanding Scholarships

## INSTITUTIONAL SCHOLARSHIPS

Scholarships refer to both institutionally awarded grants as well as outside scholarships. Depending on an institutions endowment (along with income level), each private institution is willing to make a commitment to your education. They will award you “free money” determined by your financial need, which is calculated through the CSS/FAFSA. You can utilize the financial aid calculator on your school’s website to determine how much you will actually have to pay. Note: if you are of high need, most financial aid packages will include some form of work-study.

## EXTERNAL/PRIVATE SCHOLARSHIPS

External or private scholarships are one of the most popular options to pay for a 4-year school in which the money that is offered does not have to be repaid. They are summarized as “free money” offered by outside sources. CUNY itself offers more than 1,000 scholarships, awards, and special program opportunities. You can find many scholarships outside of the CUNY system; there are several non-profit organizations, corporations and universities in the United States and internationally which provide different types of scholarships.

## TYPES OF EXTERNAL/PRIVATE SCHOLARSHIPS

### *Need-based Scholarships*

Need-based scholarships consider different factors such as income level, cost of living, or the number of children enrolled in school in your household. These types of scholarships are independent of merit scholarships, but you may qualify for both depending on the program.

### *Merit Scholarships*

In order to qualify for a merit scholarship, you must demonstrate excellence in a specific area. Usually defined by your GPA, but some recognize different types of skills and talents.

### *Athletic Scholarships*

Athletic scholarships are given to top athletes who can be part of an athletic team while focusing on their studies. These types of scholarships are usually are full-ride scholarships. If you are interested in these type of scholarships you should visit [www.athleticscholarships.net](http://www.athleticscholarships.net).



Amherst College  
Amherst, MA

### **Some Major Scholarships/Awards**

- ***Jack Kent Cooke Undergraduate Transfer Scholarship***: This national scholarship makes it possible for the nation's top community college students to complete their bachelor's degrees by transferring to a selective four-year college or university. The Foundation provides up to \$40,000 per year to each of approximately 55 students selected annually. Applications open in mid-August; LaGuardia JKC workshops offered in early Fall.

Campus Contact: Dr. Karlyn Koh (kkoh@lagcc.cuny.edu)

- ***Kaplan Educational Foundation Scholarship***: KEF seeks to eliminate barriers to higher education for overlooked and underserved students and develop them as world leaders and advocates for their communities by providing a comprehensive array of financial and academic support, transfer admissions, advising and leadership skills development.

- ***Goldwater Scholarship***: For students in STEM disciplines.

Campus Contact: Dr. Motoike (hmotoike@lagcc.cuny.edu).

**Check our Useful Links section (page 31) for outside scholarship resources! Strive to STAY IN THE LOOP with scholarship news. The college and its various departments and programs may mail/email information about scholarships to students.**

# Scholarship Application Process

## GETTING STARTED

For most scholarship competitions, the essay is the make-or-break factor. Submitting your application gets you into the contest, but the essay will be the deciding factor. Much like the transfer process, a quality scholarship essay takes both time and effort. You will not have that perfect essay after your first attempt. Many students do not realize that in order to distinguish yourself, you want to hook the reader into wanting to read more. Right off the bat, begin creating movement in your essay, which entices the reader to want to continue. Leave a parting thought to make your last impression in order for the scholarship committee to remember you. You should start early. You will have to write a lot of drafts before coming up with your final product so **the earlier you start, the more time you give yourself to improve your essays and therefore increase your chances.** You should keep copies of all the documents that you need in order to apply for any scholarship; you might need the same document for different applications.

## VOLUNTEER AND EXTRACURRICULAR ACTIVITIES FOR SCHOLARSHIP APPLICATIONS

Many scholarships are interested to know what else you do besides attending college. Whether you are a member of a club or an organization on campus, volunteer in your community, juggle jobs, or spend time with something you feel passionate about, know that these are responsibilities and activities that should be highlighted. Keep a record of dates of your activities, the role you played in them, and any supporting documents you may have, such as letters/certificates of support or appreciation, thank-you letters, or any publication of the event you participated in. If you have been involved with an organization for a period of time, and have a point person who knows you well--such as a supervisor or a volunteer coordinator--you may also consider asking this person to write a letter of recommendation on your behalf. If you have a Curriculum Vitae or resume, you can keep building it by adding new achievements and activities; if you encounter a scholarship application that calls for one, this log will make it a breeze to write about in your essay. Note: If your time simply does not allow for extracurricular activities (for example you have serious family obligations, or work two jobs while attending classes, etc), do not feel that you have no shot at scholarships. As long as you can show that you are committed and dedicated to whatever that is a priority in your life, instead of lazing out on the couch around the clock, you are on the right track. **Remember, we are all unique, and scholarships and grants committees are interested in who you are as an individual.** Do not try to cater to what you think they want to hear; instead, be proud and celebrate who you are!

Usually scholarships ask you to send some or all of the following:

- High school transcript
- Standardized test scores
- One or more personal essays
- One or more letters of recommendation
- Financial aid forms, such as the FAFSA or CSS
- Parents' financial information, including tax returns

# Scholarship Myths

## MYTH #1

*You need straight A's to win money for college.*

**Reality:** Most students mistakenly assume that grades are the primary determinant to becoming a scholarship winner. Aside from academic and prestigious/national scholarships, you have the opportunity to be a recipient of a variety of scholarships out there that reward specific criteria, specific backgrounds, skills, or talents (e.g. based on ethnicity, volunteer work, veteran status, linguistic breadth, artistic ability; there's even a scholarship for being left-handed!). Do not let the lack of a perfect transcript prevent you from the opportunity of applying to and winning scholarships.

## MYTH #2

*In order to win a scholarship, you need to get involved in as many extracurricular activities as possible.*

**Reality:** Students often swamp themselves with an overflow of extracurricular activities in order to look attractive to college admission officers and scholarship committees. Scholarship competitions are about quality, not quantity. Scholarship judges are looking for students who have made quality contributions and not an average Joe who simply joins multiple clubs and extracurricular activities.

## MYTH #3

*I should only apply to the big name scholarships.*

**Reality:** It does not hurt to apply to these scholarships if you qualify, but you want to diversify your options and increase your chances of winning scholarship money by applying to the smaller scholarships. There are many scholarships out there that students do not know about or simply don't look for. So get out there and apply. Even if you have not been successful in the past, get right back up and take another swing at the scholarship process.

## MYTH #4

*Scholarship applications are too long and time consuming.*

**Reality:** Most scholarships require you to submit an essay along with recommendation letters. This might seem lengthy at first, but **the rewards are always worth it**. Additionally, there are always shorter scholarships available, such as the LaGuardia Foundation Scholarship. Do not be hesitant about completing scholarship applications. Being able to write an essay about yourself better prepares you for a 4-year school.

## MYTH #5

*I'm too old for scholarships.*

**Reality:** Although the majority of scholarships are targeted at high school and undergraduate students, there are still many programs available for non-traditional students. Whether you are returning for another degree or simply starting your college journey a little late in life, there are still opportunities for scholarships.

## MYTH #6

*Scholarships reduce the amount of financial aid received.*

**Reality:** When receiving any type of scholarships, you must report them to the college you'll be applying to. Receiving one or more scholarships may change the amount of need-based financial aid you receive. However, receiving the scholarship in the first place will reduce the amount of federal aid you will require. Often, a scholarship has little effect on your total financial aid package.

# SCHOLARSHIP SEARCH, CHECKLIST, AND USEFUL LINKS



Stanford University  
Stanford, CA

# Scholarship Search Strategies

## STRATEGY #1

### Browse CUNY for Scholarships

- CUNY Scholarships: <http://www.cuny.edu/admissions/financial-aid/scholarships.html>
- CUNY Prestigious Scholarships: <http://www2.cuny.edu/financial-aid/scholarships/prestigious-scholarships/>
- LaGuardia Foundation Scholarship: <http://www.cuny.edu/admissions/financial-aid/grants-scholarships/pscholarships.html>
- Browse the HSAC Scholarship Book: <https://www.laguardiahonors.com/scholarship-book>

## STRATEGY #2

### Use other Colleges' Resources

Pick 15-20 of the top schools and type each name along with the word "scholarships" on Google. You will find a wealth of scholarships! Browse through them and save ones that pertain to your interests. At some point, many of the same big scholarships keep reappearing. Please note: Many colleges have other invaluable resources like sample Rhodes, Truman, and Marshall winning scholarship essays, along with other tips. So be on the lookout for those.

## STRATEGY #3

### Be Specific

- Career aspirations or the field you want to study. Look for professional organizations in that field.
- The region of the country/world where you'd like to study.
- The region of the country/world you're from, including high school, city, county, state, country, etc. Include your ethnicity or your country/region/state of origin
- Your age, especially if you are a "non-traditional" student.

- Any physical challenges that you or your parents may have.
  - Veteran status of yourself or parents.
  - Sports or artistic talent.
  - An organization you would like to work for in the future.
- For example, Goldman Sachs Scholarship for Excellence.

## STRATEGY #4

### Be Proactive

Visit the Financial Aid office or Transfer office and ask them what kinds of scholarships are available to students like you. Do not ignore mail from the college, and your LaGuardia email or other college department/program electronic lists (e.g. the Honors Program and HSAC e-lists). Institutions send out/email scholarship information to students this way. Tap into different social media platforms at your college because scholarship information is often posted there, for example: [Facebook.com/LaGuardiaHonors](https://www.facebook.com/LaGuardiaHonors).

## STRATEGY #5

### Subscribe to Scholarship Search Engines

Subscribe to some of the scholarship sites, such as College Greenlight to get personalized and ad-free notifications of upcoming scholarships that fit your profile. Be sure to fill out all the information to the best of your ability. The information you provide will help match you with more scholarships. You can also visit our website [www.laguardiahonors.com](http://www.laguardiahonors.com) and fill out profiles on the scholarship sites provided in the "Useful Documents" section.

These FIVE strategies for searching scholarships will yield plenty of scholarships for you to chew on. **Make sure to organize them all in your Excel/GoogleDocs spreadsheets.** Also remember that the average scholarship is worth \$1,000 and are considerably easier to win than the larger \$10,000 + scholarships. Leave no stone unturned! The small ones are less competitive and can pile up.

# Sample Transfer Checklist

## Finalize College List

- \_ Make sure you understand all the requirements of transferring. (Required courses, required tests, supplements, high school & college transcripts)
- \_ Request fee waivers at the transfer office (B-215).
- \_ Create mailing labels & get stamps for off-line applications.
- \_ Mail fee waiver requests to your schools.

## Grades

- \_ Send official high school transcripts.
- \_ Send official college transcripts.

## Testing (SAT, ACT, TOEFL)

- \_ Send in test scores (if required).

## Essays

### ***Common App essay #1 – Short answer***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

### ***Common App essay #2 – Personal essay***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

### ***Supplement for School:***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

### ***Supplement for School:***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

### ***Supplement for School:***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

### ***Supplement for School:***

- \_ First draft \_ Second draft \_ Third draft \_ Final draft

## Letters of Recommendation

- (Contact each school and find out the maximum number of letters they will accept.)
- \_ Build rapport with professors while in thier course.
  - \_ Request letters of recommendation.
  - \_ (Refer to the "Letters of Recommendations" section under "Transfer Resources" of Honors Network website: [laguardiahonors.com](http://laguardiahonors.com))
  - \_ Thank you letters for your recommenders. (Be sincere!)

## Financial Aid

- \_ FASFA profile
- \_ CSS profile (CollegeBoard)
- \_ Supplemental financial aid forms (if applicable)
- \_ Search for external scholarships
- \_ Contact the schools for additional scholarships.
- \_ (Refer to the "[Scholarship Tips](#)" section under "[Transfer & Scholarships](#)" section of HSAC website.)

## Decision Making Section

- \_ Preliminary Transfer Credit Evaluation
- \_ Profile on [www.CollegeGreenlight.org](http://www.CollegeGreenlight.org)
- \_ College List Complete

# Useful Links

## Honors Program Planning Print-Outs

<http://www.laguardiahonors.com/#!/useful-documents/c1wfi>

## LaGuardia CC Articulation Agreements

<https://www.laguardia.edu/Admissions/Articulation-Agreements/>

## General Education Diploma & Transcript

<http://www.acces.nysed.gov/hse/duplicate-diplomas-and-or-transcripts>

## TOEFL/Center Test Dates

<https://www.ets.org/toefl>

[https://www.ets.org/toefl/ibt/register/centers\\_dates](https://www.ets.org/toefl/ibt/register/centers_dates)

## CSS Profile

<https://cssprofile.collegeboard.org>

## FAFSA

<http://www.fafsa.ed.gov/index.htm>

## TAP (New York State Only)

<https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap/apply-for-tap.html>

## Private Scholarships

**Udall:** <http://udall.gov/OurPrograms/Scholarship/Scholarship.aspx> (public policy relating to Native American communities, and conservation and environmental health issues). Campus Contact: Dr. Amit Aggarwal (Aaggarwal@lagcc.cuny.edu)

**Hispanic Scholarship Fund:** <https://www.hsf.net>

**Point Foundation:** For LGBTQ students

<https://pointfoundation.org/point-apply/community-college/>

**Stonewall Community Foundation:** For LGBTQ students, including undocumented LGBTQ students

<https://www.stonewallfoundation.org/scholarships/>

Students without legal residency status and other students, especially Latino students, may also explore the annual scholarship guide published by the **Mexican American Legal Defense and Educational Fund (MALDEF):**

[https://www.maldef.org/assets/pdf/FINAL\\_2018-2019\\_MALDEF\\_Scholarship\\_List\\_102717.pdf](https://www.maldef.org/assets/pdf/FINAL_2018-2019_MALDEF_Scholarship_List_102717.pdf)

**United Negro College Fund:** For Black/African American students <https://scholarships.uncf.org>

## Scholarship Search Engines

1. [collegegreenlight.com](http://collegegreenlight.com)
2. [myscholly.com](http://myscholly.com)
3. [collegefish.org](http://collegefish.org)
4. [collegeprowler.com/account/scholarships.aspx](http://collegeprowler.com/account/scholarships.aspx)
5. [inesc.org](http://inesc.org)
6. [scholarships.com](http://scholarships.com)

## Scholarships Also Open to Non-U.S. Residents

1. MALDEF – [www.maldef.org](http://www.maldef.org)
2. Congressional Hispanic Caucus Institute – [www.chci.org](http://www.chci.org)
3. Hispanic Scholarship Fund – [www.hsf.net](http://www.hsf.net)
4. Latin American Professional Women's Education – [www.lawanc.org](http://www.lawanc.org)
5. American Institute of Chemical Engineers – <http://www.aiche.org/community/awards/minority-affairs-committees-minority-scholarship-awards-college-students>

## College Research Platforms

1. [www.niche.com](http://www.niche.com)
2. [www.unigo.com](http://www.unigo.com)
3. [www.bigfuture.collegeboard.org](http://www.bigfuture.collegeboard.org)
4. [www.usnews.com](http://www.usnews.com)
5. [www.nces.ed.gov](http://www.nces.ed.gov)
6. [www.cappex.com](http://www.cappex.com)

# NOTES:



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