HDFS Application Checklist

This checklist provides some helpful reminders and tips for completing the **HDFS academic and research scholarship applications** as well as job applications and applications to graduate school. Consider these best practices and opportunities for professional development.

Before you submit the application thoroughly review the application, how you qualify, and the information and documents you will need to complete the application.

☐   Make sure you have a thorough understanding of the terms/directions of the application. Do you know if and/or how you qualify? Can you complete the application and produce the required documents in the period provided?

Figure out when the application is due and work backwards to create a timeline for completion. You will want to set a personal due date that is at least two to three days before the stated due date. This will allow time for editing, and factor in time for submission errors due to technical problems.

☐   Make sure you have plenty of time to complete, review, and submit the application on time. Do you know the application due date? Do you have a plan for completion and submission?

Read and review the directions of the application *submission process*. It is your responsibility to understand the necessary components of the application, complete, and submit.

☐   Your resume/vitae will be required. Take this time to get your resume/vitae up-to-date. Have you included recent experiences and/or accomplishments? Have you had a third party review your resume/vitae? Have you reviewed the resume/vitae resources through the MSU Career Services Network (https://careernetwork.msu.edu/resources-tools/resumes/index.html) **or** MSU Career Passport (https://careernetwork.msu.edu/resources-tools/career-guides.html)?

☐   References or letters of recommendation are standard. Identify professionals (e.g., faculty member, supervisor, boss) that can speak to your personal and professional accomplishments. Provide recommenders with ample time to complete their letters. Do you have an up-to-date resume and, at minimum, bullet points on your experiences and accomplishments to provide to your recommenders?

☐   Draft all additional documents (e.g., personal statement, summary of goals, summary of research). Have you followed the directions outlined for these documents? Do you have ample time to edit? Have you had a third party read and review? Do these documents represent you as a professional?

The application, whether it be for a scholarship, job, or educational program is your virtual introduction to the reviewers. As such, it is important that you have taken time to verify all of your information is accurate and complete.

☐   Double and triple check your application for spelling/grammatical errors. Have you completed all fields? Are there any blank questions? Have you uploaded your revised documents (e.g., resume, personal statement)?