Wichita Falls Area COMMUNITY FOUNDATION
Connecting people who care with causes that matter.

8 Tips for the WFACF Universal Scholarship Application

1) **START EARLY**. The application opens December 1. Create your login account to complete the basic information and review the application early on. (Do not use a high school email address!). We recommend at LEAST a week in advance. Because the application is for over 50 scholarships at one time, it is thorough. A quality application that best represents you will take some time. There are several written responses required, and you should give yourself time to thoughtfully craft each one.

2) **READ THE INSTRUCTION PROMPTS FOR EACH QUESTION**. The instructions contain key information that may change how you respond. Some examples:

   a. **"Type of Scholarship",** at the bottom of the Applicant Info section, this will dictate which scholarships you are applying to, and may immediately disqualify you from most WFACF scholarships if you select "*scholarships NOT BASED on financial need.*" To be considered for more scholarships, we recommend selecting "*all scholarships*", which will require you to enter financial information later in the application. Financial need is a factor, but all income levels will be considered.

   b. **Awards and Honors / Extracurricular Activities / Community or Volunteer**
   Read the instructions to be sure you are listing details in the correct place and including all activities you participate in or awards received. Awards may be from your extracurricular activities, such as FFA or sports, or should include anything requiring a grade requirement, like National Honor Society.

   c. **College/Vocational Information** read the instructions to be sure you select the correct "Type of Degree". As a high school senior, you should select one of the Undergraduate options OR Trade/Vocational.

   Read the instructions for your *College/Vocational School selection*. Some scholarships are restricted to certain schools, states, or a public school. Your answers to these questions will include, or remove, you for consideration for specific scholarships.

   For example, if your first-choice school is an out of state or private school, but there is a chance you will attend a public school in Texas (especially MSU or Vernon College), it would benefit you to put that Texas school as your first choice, so you will be considered for more scholarships. (Your final eligibility will be confirmed if you are selected for an award, before any funds are sent.)

   d. **Education Plan / Financial Plan / Essay** read each essay prompt and be sure to respond to the key questions asked. Essays should be your own, original thoughts.

3) **PAINT A COMPLETE PICTURE**. Some of the items in the Financial Information section are not required. However, the more information you provide, the better picture the scholarship

committee will have of your financial need; one piece of information left off could make the difference in you receiving a scholarship.

a. Similarly, though it is optional, selecting from the "Unique Circumstances" listed or inputting your own also helps the committee to see what barriers you have faced, or will face, to obtaining postsecondary education.

4) **CHECK YOUR REFERENCES**. Before listing someone as a reference, speak with them to confirm they are willing to complete the online form. Do not use a family member as a reference. Doublecheck the email addresses you enter are typed correctly for the counselor and two references before clicking "Compose Email". After you submit your application, follow up with all three to be sure they received the request, and ask to let you know when they have completed it. You can also log in to your scholarship portal to see who has completed items:

a. On your dashboard ( ), there will be a card for "2026 WFACF Scholarships", with "Application" underneath. To the left of "Application", hover over the and it will say "Third Party: #/3". The first number shows how many of your three requests have been submitted; 3/3 means everything has been turned in. If it says 0/3, 1/3, or 2/3, you can see whose is missing by clicking "Application" and scrolling down to the *High School Transcript* and *Letters of Recommendation* sections. Under where you entered the person's email, it will say the date the email was sent and if a response has or has not been submitted.

b. Third parties have until February 15th to turn in requests. If they are not done as this date nears, contact scholarships@wfacf.org to change an email address to submit the request to someone else.

5) **HAVE SOMEONE REVIEW YOUR APPLICATION BEFORE YOU SUBMIT.** A second (or third) set of eyes is helpful for finding any errors (typos!), giving advice, or making suggestions. You can save your application as many times as you need, but after you SUBMIT it, it can only be changed by Foundation staff.

6) **DO NOT WAIT UNTIL THE LAST MINUTE**. Applications submitted after February 1 at 11:59 PM will NOT be considered, and all your work will have been in vain. Additionally, if you qualify for scholarships that require additional questions, those are ALSO due by midnight, but you won't be able to see them until you submit your application.

7) **PAY ATTENTION TO THE SCREEN AFTER YOU CLICK SUBMIT**. The system will immediately let you know if you did not qualify for any WFACF scholarships. If you think this is a mistake, reach out to scholarships@wfacf.org.

a. Alternatively, the system will let you know if there are additional questions that need to be answered for specific scholarships. You can also see these additional questions under their own specific scholarship application back on your dashboard ( ), under "Action Needed." Click the application to complete the responses and be sure to click Submit when finished.

8) **CHECK YOUR EMAILS**. Email will be the main form of communication for any questions we may have about your application, and for award decisions.