NEXT DESTINATION

SCHOLARSHIP PREPARATION

A structured checklist to research, prepare and submit funding applications

APPLICANT NAME

TARGET STUDY YEAR

01 FIND & SCREEN OPPORTUNITIES

- [ ] Search official university, government and funder websites.
- [ ] Check nationality, residency and academic eligibility.
- [ ] Confirm study level, subject and admission requirements.
- [ ] Check funding coverage, duration and renewal conditions.
- [ ] Record deadlines, time zones and application routes.

02 BUILD YOUR EVIDENCE FILE

- [ ] Prepare academic transcripts and qualification certificates.
- [ ] Update CV with verifiable achievements and activities.
- [ ] Gather relevant awards, projects and research evidence.
- [ ] Request recommendation letters with adequate notice.
- [ ] Prepare language scores and financial records if required.
- [ ] Check translation, certification and document format rules.

03 WRITE A STRONG APPLICATION

- [ ] Answer the funder's exact questions and selection criteria.
- [ ] Explain academic goals, motivation and expected impact.
- [ ] Use specific, truthful examples instead of generic claims.
- [ ] Stay within word limits and proofread carefully.

FUNDING NOTE

A scholarship may cover only some costs. Verify tuition, living expenses, travel, insurance and any conditions directly with the funder.

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Deadline tracker, submission checks and follow-up

04 BEFORE YOU SUBMIT

- [ ] Verify that the call is open and you meet all conditions.
- [ ] Confirm admission requirements and scholarship order of steps.
- [ ] Check links, file names, references and required signatures.
- [ ] Submit ahead of the deadline and save confirmation.
- [ ] Keep copies of essays, forms and supporting documents.

05 AFTER SUBMISSION

- [ ] Check email and portal regularly for updates.
- [ ] Prepare for an interview only if the scheme requires one.
- [ ] Track decisions, acceptance deadlines and next steps.
- [ ] Review award terms before accepting any funding.

06 SCHOLARSHIP TRACKER

AWARD 1 _____

FUNDER _____ **DEADLINE** _____

AWARD 2 _____

FUNDER _____ **DEADLINE** _____

AWARD 3 _____

FUNDER _____ **DEADLINE** _____

FINAL REMINDER

Use official scholarship announcements to confirm eligibility and deadlines.

Next Destination does not guarantee selection or scholarship awards.