

Welcome! We are glad you are considering applying for the George M. Pullman Educational Foundation Scholarship. Below you will find tips for completing your online application. If you have specific questions regarding the applications or you are having issues with the software, please contact Anne Stretz, Scholarship Program manager at [astretz@pullmanfoundation.org](mailto:astretz@pullmanfoundation.org).

### General Application Tips

- All parts of the application must be submitted through our online application software. They cannot be mailed or emailed.
- Do not use Internet Explorer. Firefox, Chrome, and Safari are more compatible browsers for the application software.
- Everything must be submitted by the deadline. The Foundation does not give extensions.

### FAFSA Estimated Family Contribution (EFC) Tips

- You are required to enter your 2019-2020 FAFSA Estimated Family Contribution (EFC) from your Student Aid Report (SAR) on the application.
- If you completed your FAFSA electronically, you should have received an email after your FAFSA was processed with a link that will allow you to access your Student Aid Report (SAR) online. You can also access your SAR by logging in to your FAFSA account.
- Your EFC can be found on the top of the first page of your SAR.
- If you have questions regarding your Student Aid Report or FAFSA, it may be helpful to talk to your high school counselor. The [FAFSA website](#) also provides a Help section.

### Essay Tips

- You must write your essays in the essay template and upload your essays to your application. You need to add your reference number to your essay template (do not include your name). Detailed instructions are included on the essay template.
- Your essays are your opportunity to tell the Foundation and selection committee who you are. Before you write, brainstorm your ideas to make sure your essays make sense and transition well. You may write a maximum of 500 words for each essay—answer each question as completely as possible.
- Keep in mind that your essay will be evaluated on clarity, cohesion, and how thoroughly you answer each question. Remember to use your most polished writing style. The grammar and

structure of your essays will also be considered. As you type your essays in the essay template, we recommend you use the spelling and grammar check as you proofread.

### Recommendation Form Tips

- Your recommendations should address your strengths, growth, achievements, and/or activities (extracurricular, volunteer, employment).
- A teacher needs to complete one form, and the other form needs to be completed by an adult who can speak to who you are and your accomplishments (a counselor, mentor, coach, teacher, employer, manager, etc.). No recommendation forms from family members or personal friends will be accepted.
- Recommendation forms are available on the Foundation's website. The Foundation does not contact your recommenders about the recommendation form. It is your responsibility to talk with your recommenders about where they can find the form.
- It may be helpful to explain the George M. Pullman Educational Foundation Scholarship to your recommenders, refer them to the website, and remind them to submit your recommendation forms.
- Give your recommenders at least 2-3 weeks to complete the form.