

# TSCPA \$SCHOLARSHIP APPLICATION TIPS

## ELIGIBILITY REQUIREMENTS:

- TSCPA Student member
- Planning to pursue CPA designation
- Majoring in accounting, finance or related field
- Completed three semester hours in accounting by Spring 2025
- Attending college in the 2025-26 school year
- Two completed recommendations
- Tennessee resident or attending a Tennessee college or university
- U.S. citizen or permanent resident



## FEBRUARY

- ☐ Set up your SmarterSelect account and begin the application by filling out contact information and saving your progress.
- ☐ Update your resume.
- ☐ Brainstorm who to request recommendations from.
- ☐ Get a professional headshot to be used in TSCPA communications.

## APRIL

- ☐ Upload FASFA Submission Summary and input Student Aid Index (SAI).
- ☐ Work on essay question answers – career goals and financial aid situation.

## SUBMIT YOUR APPLICATION

- ☐ Make sure every question on the application has been answered.
- ☐ Do a final review for spelling or grammatical errors.
- ☐ Follow up with references if necessary.
- ☐ Complete the signature page of the application and submit by 11:59 p.m. on June 1!



# TSCPA

## FEB. 15 – APPLICATION PORTAL OPENS

## MARCH

- ☐ Request recommendations by providing your selected references with a letter of intent and an updated resume.
- ☐ Submit reference information on the application once they confirm they will complete the recommendation form.

## MAY

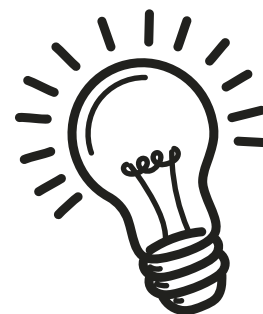
- ☐ Request official transcripts be sent to TSCPA **after** Spring grades are posted.
- ☐ Request any previous institution transcripts be sent to TSCPA.
- ☐ Complete essay answers on application.
- ☐ Remind references of June 1 deadline if they have not completed the recommendation form.

## JUNE 1 - APPLICATION DEADLINE

You will be notified of your award status in late July.

## RESUME

- ✓ Make sure your resume is up to date.
- ✓ Include all organizations, clubs, volunteer work and activities.
- ✓ Be sure to highlight leadership roles.
- ✓ Check for spelling and grammatical errors.



## TRANSCRIPTS

- ✓ Request your final transcripts be sent to TSCPA after Spring grades are posted (typically in May).
- ✓ Transcripts must include ALL final grades, including transfer credits. If no letter grade is included with transfer credits, request official transcripts from previous institutions.

## REFERENCES

- ✓ Ask your references if they are willing to complete the recommendation form for you before submitting their information on the application. Send them a letter of intent and your updated resume.
- ✓ Let them know they will receive an email from SmarterSelect with a recommendation form to fill out. No letter is needed.
- ✓ Allow them plenty of time to complete the recommendation form. The deadline is **June 1**.
- ✓ One reference should be an accounting or related professor. The other should be another professor or a professional reference.
- ✓ Avoid family members or friends as references.

## FINANCIAL AID SUMMARY

- ✓ Your FASFA Submission Summary shows your Student Aid Index (SAI) number. Submit a screenshot or downloaded copy for your Submission Summary.
- ✓ If you choose not to file your FASFA, enter “465789” in the SAI field on the application. You will not be eligible for scholarship awards for which financial need is considered.

### QUICK TIPS:

- ✓ Don't leave any questions unanswered.
- ✓ Proof your essay answers.
- ✓ Don't miss the deadlines – set yourself a reminder for each step.
- ✓ Do a final review of entire application before submitting.



## QUESTIONS?

Contact Megan Williams at  
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