

TSCPA \$CHOLARSHIP 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 2026
- Attending college in the 2026-27 school year
- Two completed recommendations (one from an accounting, economics or finance professor from the university you are attending)
- Tennessee resident or attending a Tennessee college or university
- U.S. citizen or permanent resident



TSCPA

FEB. 15 – APPLICATION PORTAL OPENS

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.

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!

MARCH

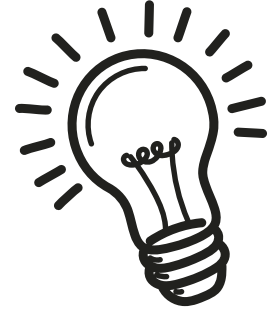
- ☐ Request recommendations by emailing or writing a letter to your selected references. Include an updated resume so they can speak to your experience.
- ☐ Submit reference information on the application once they confirm they will complete the recommendation form.

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
mwilliams@tscpa.com or 615-377-3825.