1. **November 16** Begin researching and compiling a list of scholarships that you can apply for. The list of scholarships through the College of Business can be found at: 
[cob.niu.edu/scholarships](http://cob.niu.edu/scholarships). You can also begin finding information that you need to complete your scholarship application. If you need test scores or transcripts, request them now so you have them on time!

2. **December 1** Begin composing your scholarship essay. Make sure that you are using correct punctuation, grammar, and language. Remember, it should be a formal, professional essay. It’s an excellent idea to have someone that you trust look over your scholarship application essay for typos, grammatical errors, etc.

3. **December 10** Revise your scholarship essay. Use this time to go back and make changes to your essay. You want to turn in the best essay possible as this will be a large part of your consideration for the scholarship.

4. **December 18** Complete your scholarship application form. You will need to make sure that you have your all of your information handy. Some things that you will need to know are your GPA, graduation date, activities you are involved in (specify leadership positions), etc.

5. **January 11** Send in your application package and essay. January 20, 2016 is the postmarked deadline for your scholarship application—send it priority mail with receipt if it is close to the deadline.

Send it to:
Cassandra Young
College of Business
Barsema Hall 145C
Northern Illinois University
DeKalb, IL 60115