

## Checklist for preparing your 2025 UGLA Scholarship application materials

### *The Initial Application Package*

Because you will submit your basic application, photo, and personal statement online and at the same time as part of your Initial Application Package, **you need to prepare your personal statement and photo before you start the online process.**

#### **The basic application**

As previously noted, this part of the Initial Application Package requires little or no advance preparation so we've checked it off for you.

#### **Head and shoulders photo of yourself**

In the event you are awarded an UGLA Scholarship, this photo will be used in the program for the UGLA Scholarship Awards Ceremony held on Sunday, June 8, 2025. The photo will also appear in the awards ceremony issue of UGLA's newsletter, *LGBTQ+ News*.

The photo should either be in JPG, PNG, or PDF format. When you complete your online application, be prepared to attach this to your online application with the filename [photo-yourname].JPG.

#### **Personal statement about yourself**

A key part of your application package is a personal statement that will introduce you to the reviewers for the 2025 UGLA Scholarship program. It is important this personal statement **emphasizes your active support** for issues of social justice, focusing on matters such as inclusion, equality, and opportunity for members and allies of the lesbian, gay, bisexual, transgender, questioning, and queer community.

Keep the job of writing your personal statement in perspective. As you think about writing your statement, **don't turn it into a major task or hurdle. It's not!**

#### Why are we asking for a personal statement?

Your basic application gives us a lot of **facts** about you. Taken together, the other materials that are part of your complete application begin to **paint a picture of you as a person**. Now, this is your opportunity to finish painting **the picture of yourself from your perspective**.

#### What is your objective in writing this personal statement?

Your objective is to **show that you have the qualities to make you an UGLA Scholarship winner**. Focus on telling UGLA reviewers what they should know about:

- You and unique background.
- Your active involvement with social justice, focusing on issues such as inclusion, equality, and opportunity for members and allies of the LGBTQ+ community.

Remember, **focusing on your activities and support for social justice in the LBBTQ+ community is critical** to a successful personal statement

### How long should my personal statement be?

One to two pages is enough.

- **Quality** is more important than **quantity**.
- **Straightforward language** is clearer, more effective, and more efficient than “dramatic” prose.
- **What you say** and **how convincingly you say it** is more important than the **number of words or pages**.

### What format should my personal statement be in?

You can create your personal statement using whatever software you like. However, **the version you submit must be in PDF format**. When you complete your online application, be prepared to attach this to your online application with the filename [pers-stmt-yourname] .PDF

## *The other materials*

You will need to submit the following by April 30, 2025.

### **Letter of recommendation**

When you filled out your application, you named a person from whom you will request a letter of recommendation ... a person who knows you and who can support your qualifications for an UGLA Scholarship.

- Provide a copy of the *2025 UGLA Scholarship Program: Request for Recommendation* to that person. This contains guidelines for the person recommending you. You will receive a link to those guidelines after you submitted your application ... both on the webpage and in an email.
- Be sure to follow up with this person to assure that they have submitted your recommendation **no later than April 30, 2025**.

The person writing the letter should send it directly to UGLA at [uptowngla@aol.com](mailto:uptowngla@aol.com).

### **Current transcript**

Submit a current transcript of your high school grades, as of the date you are submitting your application. It does **not** need to be an end-of-year transcript.

## □ Letter of acceptance

You might or might *not* have a letter of acceptance from the college or university you plan to attend prior to our April 30, 2025 deadline. If you already have your letter of acceptance, great! Send it to us now.

If you don't have a letter of acceptance now, it is not a problem! However, if you are selected to receive a 2025 UGLA Scholarship, **you must provide your letter of acceptance prior to May 27, 2025** before your award can be finalized.

## A final reminder

If you are selected to receive an UGLA Scholarship Award, you will be expected to attend the UGLA Scholarship Award Ceremony on June 8, 2025 at 2:00pm, where you will receive your award. The ceremony will be held in the northeast Los Angeles area, with details provided later.