

CUNY BA Scholarships Application Tips & Best Practices

Applying for CUNY BA scholarships is an opportunity to share your unique story and obtain funding to support your goals. Use the following tips and best practices to strengthen your application. Please email us at scholarships@cunyba.cuny.edu if you have any questions.

1. Prepare Thoughtful Responses and Write Strategically

- Make sure your responses are substantial, accurate, and well thought out.
- Create an outline before writing to stay organized and ensure completeness.
- Compose your responses in a separate document and then copy and paste your final responses into the online form after proofreading.
- Carefully answer every part of each question since some prompts include multiple parts. For example, some prompts may ask you to describe:
 - Area of Concentration (AoC)
 - Academic goals and career aspirations
 - How your coursework is preparing you to achieve your goals and the skills and competencies you have learned while working on your degree
 - How the scholarship will enhance your academic experience
- Ensure your CUNYfirst academic record is up to date, as the selection committee will review your transcript.

2. Tell Your Unique Story

- Reflect on what makes your experiences and journey unique.
- Strong applications clearly demonstrate how your AoC, coursework, and experiences connect to your academic and career goals.
- Be sure to highlight both on-campus and off-campus experiences, including:
 - Study abroad
 - Research or creative inquiry
 - Internships
 - Capstone projects
 - Service learning
 - Leadership and community engagement
- Use optional questions to:
 - Share additional accomplishments and include any relevant experiences
 - Provide context for challenges such as a low grade

3. Choose and Support Your Recommender

- Select a faculty member who knows you and your work well.

- Request a recommendation 2-4 weeks in advance.
- Provide your recommender with:
 - Scholarship details and deadlines
 - Your resume or academic summary
 - Key achievements and goals
- Let your recommender know that they will receive an automated recommendation online form after you submit your application.
- Please note that for the Thomas W. Smith Academic Fellowship a formal letter of recommendation is required and the recommender may email the letter to scholarships@cunyba.cuny.edu.
- Follow up as needed since it is your responsibility to ensure the recommendation is submitted on time.

4. Use of Artificial Intelligence (AI) and CUNY Academic Integrity Policy

- Although CUNY BA allows the use of AI tools, students are required to maintain academic integrity. Review the [CUNY Academic Integrity Policy](#) including the sections on AI use and citation requirements.
- These are some examples of appropriate use of Gen AI for CUNY BA scholarships applications:
 - Help rewrite an awkward sentence
 - Editing for grammatical errors
 - Submitting an outline and asking for suggestions to reorganize it
 - Sharing a first draft and asking for suggestions to rewrite it
- When using AI-generated content, proper attribution is essential. This should include:
 - the name of the AI tool used
 - the date of generation
 - a brief description of how the AI tool contributed to the work
- It is important to maintain your writing voice and authorship of the text. CUNY BA recommends that students focus on sharing their unique story.

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