

# Scholarships for All

## EMAIL TEMPLATES

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### Introduction

Undocumented students have always had limited access to scholarships and aid resulting in many students competing for the same few scholarships. Submitting scholarship applications can be a time-consuming and taxing process, which is why, in addition to having more scholarships accessible to undocumented students, transparent language around scholarship eligibility is hugely important.

When seeking to expand the accessibility of scholarships at your institution or in your community, your first step may be to connect with scholarship administrators. Asking clarifying questions to understand why undocumented students might be excluded and if that can be changed will help you understand what next steps you should take. This resource provides some best practices for this outreach and email templates you can use.

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### Best Practices

- Sometimes certain criteria and policies in scholarships don't explicitly prohibit undocumented students, leaving a door open for them to apply.
  - In cases like this, it may be wise not to draw attention to the scholarship to reduce the risk of unintentionally having a scholarship tighten its eligibility criteria, excluding undocumented students who may have previously been able to apply.
- If you are undocumented and don't feel comfortable asking for clarification about a scholarship, ask a friend or someone you trust to reach out on your behalf.
- Always proofread your email and make sure you are contacting the appropriate person.

#### EXAMPLE #1: ASKING A SCHOLARSHIP TO EXPAND THEIR ELIGIBILITY

Suggested Subject Line: Scholarship Accessibility

To Whom It May Concern, (insert the name of scholarship contact if you have one)



I noticed that your scholarship [CHOOSE APPLICABLE TOPIC: requires a social security number, limits applications to U.S. citizens and legal permanent residents, excludes immigrants], which prohibits undocumented students from applying. Would you consider changing this criteria to make the scholarship more accessible to students in our community? I'd be happy to speak to you to share more details about why expanding eligibility requirements to include undocumented students is so important.

Thanks for your time.

Best,

(sign your name)

**EXAMPLE #2: ASKING FOR CLARIFICATION ABOUT A SCHOLARSHIP YOU WANT TO APPLY FOR**

Suggested Subject Line: Clarification on Scholarship Accessibility

To Whom It May Concern, (insert the name of scholarship contact if you have one)

I am interested in applying for your scholarship but would like clarification on the eligibility requirements. I noticed that the scholarship form asks for a social security number. Can I apply without listing one? I look forward to hearing from you soon.

Best,

(sign your name)