HOW TO BOOST YOUR APPLICATIONS
Applying for financial aid
GENERAL TIPS

Read the instructions carefully and adapt your letter according to the conditions of the grant.

Be brief: your letter should not be over 1 page long!

Give equal attention to content and form. Structure your letter with balanced paragraphs and reasoned arguments.

Your letter should be personal! Don’t copy-paste another letter or a template from the Internet.
**FRENCH STANDARD LETTER FORMAT**

**Left heading**
Sender’s details

**Right heading**
Recipient’s details

**Object/subject of letter**

**Formal sign-off**

**List of enclosed documents**

✓ **Justified paragraphs**
✓ Font size between 10 and 12
✓ **Verdana, Times New Roman or Arial font type**

**Signature in blue ink below your name**

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**Objet : demande de bourse d’étude**

Madame, Monsieur,

Je souhaite, par la présente, porter à votre connaissance mon désir d’obtention de la Bourse d’étude XXX (préciser le nom de l’aide /bourse). Actuellement étudiant inscrit en XXX année de XXX à l’université XXX mon projet est de poursuivre mes études jusqu’au niveau de XXX et/ou de travailler à l’issue de mes études comme XXX dans XXX secteur d’activité.

Ma situation personnelle et mes ressources financières ne me permettant pas de mener à bien un tel projet. (préciser le montant des frais de scolarité demandé : vos revenus actuels… ) Cette bourse/aide me permettra de poursuivre mes études dans de meilleures conditions et ainsi de pouvoir me concentrer au maximum sur mon but final qui est de réussir mes examens et d’obtenir le diplôme qui me permettra de rentrer dans la vie active dans les meilleures conditions. (Précisez votre objectif de carrière précis : métier, entreprise,… afin de montrer que cette bourse vous permettra de öner à bien un projet réfléchi et précis)

Je vous prie de bien vouloir trouver joint à ce courrier tous les documents justifiant les critères d’obtention de cette aide.
En espérant obtenir une réponse favorable de votre part, je vous prie de croire, Madame, Monsieur, à l’expression de mes salutations distinguées.

Prénom Nom
(Signature)

Pièces jointes :
Lister ici toutes les pièces nécessaires à votre dossier :
Carte d’étudiant
Déclaration d’impôt sur le revenu
...

A Paris, le 12 septembre 2018
Dear Mr. / Ms. Surname

I write to you today as I wish to apply for the XXX Scholarship. I am currently enrolled in Year # of the XXX Program at XXX University, and I wish to continue my studies until the XXX level and/or upon completion of my studies, seek employment as a XXX in the XXX sector.

My personal situation and financial resources do not currently enable me to undertake such a project. (Indicate the amount of tuition fees desired – your current income…) This scholarship / financial aid would allow me to continue my studies in the best possible conditions, thus enabling me to concentrate fully on achieving my final goal, that is, to pass my examinations and receive my degree so that I may enter the world of work with my best foot forward. (Indicate your specific career goal: position, company… to show that this scholarship would allow you to complete your well-thought-out and specific project.)

Please find enclosed with this letter all the documents required to meet the criteria for receiving this financial aid.

Thank you for your time and consideration. I hope that you will respond positively to my request.

Sincerely,

Full Name

(Signature)

Attached (list all the necessary documents for your application):
- Student card
- Income tax return
- …
A letter is personal and, as such, there is no fixed template. However, below you will find some essential elements that must be included when applying for financial aid.

**Paragraph 1**
- Introduce yourself and express your interest in the scholarship.
- Present your academic background in a clear, concise manner.
- Explain your career choice (if applying for end-of-study financial aid) or your desired career path (if you have just begun your studies).
- Present your project: explain why you chose the course for which you are requesting financial aid, showing that you are familiar with the course and what it has to offer.
- Explain your assets for the desired course, highlighting your achievements and providing concrete examples (assignments, internships, personal experiences etc.).

**Paragraph 2**
- Outline in a concise, factual manner the reasons why you require this financial aid.
- Explain how this scholarship will help you achieve your goals. (How will you use it?)
- Show that you would be a good ambassador for the scholarship if necessary (availability to take part in events, alumni etc.)
SOME QUESTIONS TO HELP YOU WRITE YOUR APPLICATION LETTER

✔ Which field/specialization do you wish to pursue and why? Where does your interest in this field come from? Beyond the realm of academics, what are the big issues and challenges of your discipline/sector of interest?

✔ Have you experienced any difficulties in your academic career and how did you overcome them? What did you learn from these difficult experiences?

✔ What are your greatest successes and why? What are you the most proud of in your academic career? Which parts of your career do you think are the most original and make you stand out among your peers?

✔ Make a list of all your internship experiences: internships, academic projects etc. What did you learn from these (about your field and sector of interest, as well as about yourself and your career plan etc.)? Which skills and qualities have you developed? Which experiences have helped you strengthen your knowledge of your target field/sector and how?

✔ What do you know about the target university? What do you know about its labs and research topics? What are you expecting from this program? How can this program help you achieve your career goal? What can you bring to this university?
USEFUL LINKS

• https://scholarshipowl.com/blog/apply-for-scholarships/write-scholarship-motivation-letter/

• https://www.scholarshipportal.com/article/how-to-write-a-scholarship-motivation-letter

• https://www.etudionsaletranger.fr/conseils-bourses-a-l-etranger/ecrire-une-lettre-de-motivation-pour-une-demande-de-bourse