

## **Applying Online**

Please note that you will need to submit a complete application along with all required documents by the deadline of each scholarship. You will not be able to change responses or upload additional information after a scholarship deadline has passed.

- ❖ Gather required materials
  - School Transcript for uploading.
  - List of extracurricular activities, community service, honors, awards, leadership and employment history. Provide dates and descriptions for each.
  - Names and email addresses for the people you want to provide references. We recommend you make personal contact with all references prior to submitting his or her name.
  
- ❖ Set up an Academic Works account
  - Click [here](#) to set up your account. You will be prompted to enter your email and create a password. Once you submit your information, you will receive a reply email granting you access to the General Application. If you do not see the reply email, check your spam folder.
  
- ❖ Fill out the General Application
  - Answer the questions carefully and thoroughly. Your answers determine your eligibility for all online scholarships on this site. If any required questions are not completed, your application will not be considered.
  - You must click the “Save and Keep Editing” button at least once every 30 minutes to ensure your work is saved and not lost.
  - Click the “Finish and Continue” button to submit your completed General Application. If all required questions have been answered you may proceed.
  
- ❖ Apply for Scholarships
  - Once you have submitted your General Application click “View Opportunities” to review recommended scholarships. Recommended does not mean eligible. Please review the qualification before you answer the additional questions.
  - You will need to answer additional questions for each scholarship you are eligible to apply to that scholarship.
  
- ❖ Manage references and applications
  - Review your Student Account periodically to check the status of you application and manage your references.
  - Click on the “Manage References” button to check if your references have uploaded their letters. You can click the “Resend” button if you need to remind a reference to complete their reference.
  - An application is not complete until all materials are submitted.
  
- ❖ Awarding
  - Scholarship recipients will be notified through email. If you receive an award you will need to log into you Student Account and complete all required acceptance information.