Scholarship Application EASY REFERENCE GUIDE

Step 1: Sign in or create an account

Visit atlantic.edu/scholarships and click on "Apply Now for Scholarships" button, this will take you to the AwardSpring website.

If you have already created an AwardSpring account, sign in now. If you do not remember your password, click on the "Forgot Password" link. If it is your first time here, click on the "Set Your Password" button and follow the instructions to create an account.

NOTE: The email address for this account should be your Buccaneer email address.

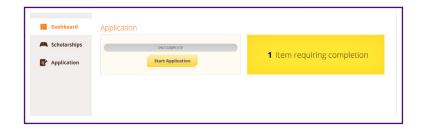
Step 2: Start the application

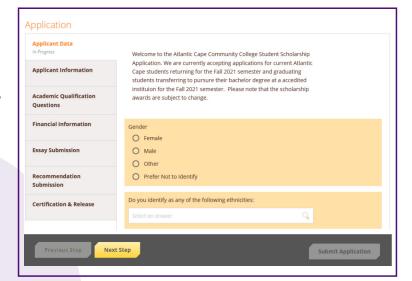
Click the "Start Application" button to begin filling out your application.

Step 3: Fill out your information

Answer all the questions and progress through the application by using the yellow "Next Step" button at the bottom of the page.









Step 4: Upload your essay

Pick one of the two topics. Write a corresponding essay between 250-500 words. Paste essay into application and proceed to the next step.

NOTE: It is recommended to have your essay reviewed by a free tutor at tutoring@atlantic.edu.

Step 5 : Secure your recommendations

The application requires that you receive two letters of recommendation. You are required to request permission (either phone, email or in person) from your instructor prior to sending your request.

Complete the required information and click the "Send Request" button. This form will request your letter of recommendation from your instructor for consideration. You do NOT need to manually upload letters as this will all happen directly through AwardSpring.

NOTE: The request will be marked as a "Pending" status until it is completed by your professors. Continue your scholarship application, a pending status will not prevent you from submitting your application. Please do not request a recommendation from yourself or an immediate family member; they will not be considered.

Step 6: Submit your application

Once you have completed all of the steps, click the "Submit Application" button in the bottom left corner

All applicants will receive a confirmation email that we have received your completed scholarship application. Scholarship award and denial emails will be sent during the month of April.

NOTE: Some scholarships will require additional information. If that is the case, your dashboard will indicate that you have items requiring completion and prompt you to provide the additional information. If your dashboard says "0 items requiring completion," then you are finished.

