

# Scholarship Application

## EASY REFERENCE GUIDE

### Step 1 : Sign in or create an account

Visit [atlantic.edu/scholarships](http://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.

The screenshot shows the Atlantic Cape Community College logo at the top. On the left is a sidebar with 'Scholarships' and 'Sign In' options. The main content area has a 'Sign In' section with fields for 'Email' and 'Password', a 'Forgot password' link, and buttons for 'Sign In', 'First time here?', and 'Set Your Password'. To the right is a large image of a chef and a woman in business attire with a red cape, and a banner that says 'SEE WHERE ATLANTIC CAPE CAN TAKE YOU.' At the bottom right, it says 'Powered by the Powell Family Foundation'.

### Step 2 : Start the application

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

The screenshot shows a dashboard with a sidebar containing 'Dashboard', 'Scholarships', and 'Application'. The main area shows 'Application' with a progress bar that is '90% COMPLETE' and a yellow box indicating '1 Item requiring completion'. A 'Start Application' button is visible.

### 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.

The screenshot shows the 'Application' form. On the left is a sidebar with 'Applicant Data' (In Progress), 'Applicant Information', 'Academic Qualification Questions', 'Financial Information', 'Essay Submission', 'Recommendation Submission', and 'Certification & Release'. The main area has a welcome message and a form for 'Gender' (Female, Male, Other, Prefer Not to Identify) and 'Do you identify as any of the following ethnicities:' with a search bar. At the bottom are 'Previous Step', 'Next Step', and 'Submit Application' buttons.

## 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](mailto:tutoring@atlantic.edu).

The screenshot shows the 'Application' form with a sidebar on the left containing sections: Applicant Data, Applicant Information, Academic Qualification Questions, Financial Information, Essay Submission (highlighted in orange), Recommendation Submission, and Certification & Release. The main content area for 'Essay Submission' states: 'An essay is required. Please choose ONLY ONE of the following essay topics.' It lists two topics: (a) 'What are your major accomplishments, and why do you consider them accomplishments?' and (b) 'Explain the importance of your career choice in today's society. What do you expect to gain from earning an Atlantic Cape college degree/certificate?'. Below the topics, it says 'Submit your 250 - 500 word essay here. It is important to include personal interest and examples when writing your essay. You may copy and paste from another source.' and '500 words left'. A rich text editor is provided for the essay. At the bottom, there are 'Previous Step', 'Next Step', and 'Submit Application' buttons.

## 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.

The screenshot shows the 'Recommendation Request' form. The sidebar on the left has 'Financial Information' (Completed) and 'Qualification Questions' (In Progress). The main content area says: 'Please use the form below to request a letter of recommendation from an instructor.' It includes fields for 'Recipient First Name' (Jean-Luc), 'Recipient Last Name' (Picard), and 'Recipient Email' (trichards@awardspring.com). Below these is a 'Message to Recipient' text area containing a pre-written request. At the bottom right, the 'Send Request' button is highlighted with a red box.

The screenshot shows a confirmation box with a red border. It says: 'Please use the form below to request a letter of recommendation from an instructor.' Below this, it displays the request details: 'Requested on May 16, 2019', 'Jean-Luc Picard', 'trichards@awardspring.com', and 'Status: Pending'. At the bottom, there are 'Resend Request' and 'Send New Request' buttons. A red arrow points to the 'Resend Request' button.

## 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.

The screenshot shows the 'Application' form with the sidebar on the left containing sections: General Information (Completed), Academic Information (Completed), Financial Information (Completed), and Qualification Questions (Completed, highlighted with a red arrow). The main content area asks: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with 'Yes' selected. At the bottom, there are 'Previous Step', 'Next Step', and 'Submit Application' buttons. The 'Submit Application' button is highlighted with a red box.

The screenshot shows the 'Follow-Ups' dashboard. It has a header that says: 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' Below this, there are two boxes: '1 Item requiring completion' (highlighted in yellow) and '2 Applied scholarships' (highlighted in grey). Under the '1 Item requiring completion' box, there is a 'Follow-Ups' section with 'Powers Scholarship' and a 'Complete Follow-Up' button highlighted with a red box.