GUIDE TO COMPLETING THE PCCF SCHOLARSHIP APPLICATION
APPLICATION DEADLINE: February 15, 2020

HOW TO APPLY
www.phelpsfoundation.org / Scholarship Applications / 2020 scholarship application

REGISTRATION

1. Click on Create New Account to register.
2. Enter the requested contact information. All questions marked with an asterisk (*) must be completed.
3. Click on the Next Step button on the bottom of the page, and create a password.
4. Once you have confirmed your password, click on Create Account.
5. Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system.
6. Follow the onscreen instructions and click the Continue button to finish the registration process.
7. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

If you have previously logged on/are a returning user:
1. Enter your email address and the password that you chose when you created your account.
2. Click the “Log On” button.

If you have forgotten your password:
1. Click on Forgot your Password?
2. Enter your email address.
3. A re-set password link will be sent to your email account.
1. After saving your password, you will be directed to the Apply page.
2. Click the blue "Apply" button at the top right and you will be directed to the application.
After beginning or submitting scholarship applications, you can log into your account to:

- Edit unfinished applications
- View or print submitted applications
- Check the status of your references / transcripts (Third Parties)

**SUBMIT**

1. Once you've completed the scholarship application, click the Submit Application button at the bottom right.

*When you click submit below, you will be taken to a page with the following information:*

1. The names of scholarships for which you are eligible, based on how you answered the questions above.
2. The bottom of the page has a blue "continue" button. Clicking this button will take you to a page with supplemental questions for each scholarship.
3. You MUST click "submit" at the bottom of EACH of those pages for your applications to each of those scholarships to be considered complete!

Please note, after you click Submit Application, no changes can be made. However, you can view your application by clicking the View Application link from your Applicant Dashboard.

You may print completed applications by selecting View Application and clicking the Applicant Packet.
REFERENCES

3 references are required. These must be requested and submitted through the online process. We strongly encourage you to notify your references that they should have received an e-mail requesting their response. If the email was not received in their inbox, please ask them to check their spam folder to see if the email was mistakenly placed there. It is your responsibility to make sure your references submit by the deadline. You may see the status of your recommendation requests through your user account.

We will accept ONLY ONE ACADEMIC reference. Other references could be an employer, organization or activity leader, or personal acquaintance (neighbor, family friend, minister, etc.) that is not a family member.

1. Enter the reference email address.

2. After entering their email address, you will need to compose a message. When complete, press the blue Send button.

3. Your reference will receive both your email and a system email including a link for them to follow and submit your letter of recommendation.

4. Check with your references to be sure they received the emails. This is very important because emails can be blocked by spam filters.

5. You may submit your application before the letters of recommendation have been submitted.

Please note it is your responsibility to make sure references have been submitted. If not received by February 15, 2020 your application will be considered incomplete and you will not qualify.
**TRANSCRIPTS**

Your guidance counselor/registrar will submit your transcript through the online process. It is your responsibility to make sure your references submit by the deadline. You may see the status of your recommendation requests through your user account.

1. Enter the counselor/registrar email address.

   1. After entering their email address, you will need to compose a message. When complete, press the blue Send button.
   2. Your counselor/registrar will receive both your email and a system email including a link for them to follow and submit your letter of recommendation.
   3. Check with your counselor/registrar to be sure they received the emails. This is very important because emails can be blocked by spam filters.
   4. You may submit your application before the transcripts have been submitted.

*Please note it is your responsibility to make sure your transcripts have been submitted. If not received by February 15, 2020 your application will be considered incomplete and you will not qualify.*
File a “Free Application for Federal Student Aid” (FAFSA) by February 15, 2020 or as soon as possible thereafter. This is mandatory. The FAFSA is available from your high school guidance counselor, the financial aid office at your college, and on the internet (www.fafsa.ed.gov). Do not send PCCF your FAFSA forms or Income Tax Returns. We receive your financial need information only from the college after you file your FAFSA.

1. Click on Financial Form

2. Complete the top portion ONLY under Scholarship Applicant on the Financial Need Summary Form(s) located under Supplemental Financial Information on the online application. Student and parent/guardian must sign if applicant is under the age of 18. If two choices of colleges are listed on the PCCF application a Financial Need Summary Form must be submitted for each college.

3. Scan or take a picture of the completed form and upload the file to your application.
**ADDITIONAL REQUIREMENTS**

1. See the Scholarship Directory for detailed information and requirements on each scholarship. Some scholarships may require an essay or specific type of reference.
2. Once you submit your application there may be supplemental questions for each scholarship.
3. You MUST click "submit" at the bottom of EACH of those pages for your applications to each of those scholarships to be considered complete!

**QUESTIONS**

If you have questions, please contact Phelps County Community Foundation at 308-995-6847 or email Lacy Chapman at lchapman@phelpsfoundation.org