UNC Scholarship Application Guide

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Student instructions on completing Scholarship Application

Updated October 2017

Location of Scholarship Application:

UNC's scholarship application is located in your URSA account. On the Financial tab, you will see a link for the "UNC Scholarship Application". You need to complete the scholarship application every year to be considered for UNC Foundation scholarships. The Application will open November 1st 2017 for the 2018-2019 school year. The priority deadline will be March 1st for New students, April 1st for International students, and June 1st for Graduate and Transfer students.

How to complete and read your UNC Scholarship Application:

1. Once you login to your scholarship application the first time, the first thing you will encounter is the General Scholarship Application. This is a list of questions for you to answer to determine your scholarship eligibility. You are not required to answer all the questions, but keep in mind, the more you complete can increase potential scholarship opportunities. You are required to answer all the questions that have asterisks next to them, which include your Bear Number, Signature, and today's date before proceeding to other activities in the system.
2. Click on the yellow Finish and Submit button. Note that you can save your application at any time by clicking on the white "save and keep editing" button.

View of Application top half:

View of Application bottom Half:

3. After you submit your General Scholarship Application, you will get a big Grey 'Almost Done!' Pop-up Message that reads; "Your previous applications have qualified you to apply to additional opportunities. We've recommended the ones you are most qualified for and have made these available here."

4. After the pop-up goes away, you will be directed to your '**Recommended Opportunities'** page. This is where you will see all '**Apply-To'** scholarships for which the system determines that you may be qualified for. These scholarships require an additional question to be submitted to determine your true eligibility.

- Note: the green pop-up message at the top of the page that reads your General Application has been successfully submitted. See Screenshot below.
- You will also receive an email to your student email titled "Application Submission Confirmation". This email will let you know that your General Application was submitted.

View of the Recommended Opportunities page:
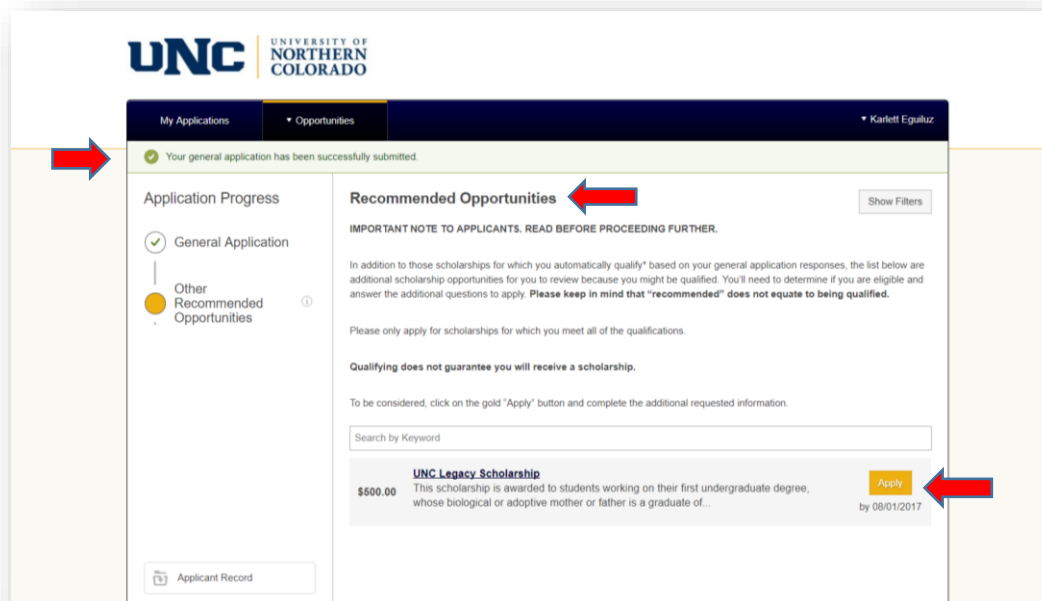
How to apply for Recommended Opportunities.

1. You will need to click on the yellow **'apply'** button to see what the additional required item is. This can be a short yes no question or an essay.
2. You will need to complete the additional requirement to apply for that scholarship.
3. Click on the **'finish and submit'** button. You have now applied to that scholarship.

You will see a green message at the top to let you know the scholarship item has been successfully submitted. If you have additional, **'Recommended Opportunities'** that you have not completed you will be directed back to the **'Recommended Opportunities'** page. You will see the yellow **'apply'** button for all the scholarships you have not completed and **'view your application'** link for all the ones that you have completed.

- Once you submit the additional item for the recommended scholarship, you will receive an email to your student email titled "Application Submission Confirmation". This will let you know that you application for XXX scholarship was submitted.

==**You have now applied for all the Foundation scholarships that you qualify for at UNC!**==

- **Please note: recommended scholarships are not the only scholarships that you are in the running for. These are only the scholarships that required an additional item to be completed. Most scholarships do not have an additional item to be completed; you will be filtered into these scholarships automatically based on your General Scholarship Application. You will not see these on your Dashboard.**

How to Read your Dashboard:

Every time you log back into your scholarship application after you have applied to all your **'recommended scholarships'**, you will be directed to your **'Dashboard'** page. This is a central location where you can monitor the status and progress of your various applications in the system. This page is broken down into five key areas based on your needed interactions. Please note that if you do not apply to all of your **'recommended scholarships'** you will be directed to the **'Recommended Opportunity'** page until they are all answered. To get to your dashboard from your **'Recommended Opportunities'** page you will have to click on the **'My applications'** tab on the top left of your screen. See above screenshot.

**View of the Student Dashboard page:**

❖ The five key areas on your Dashboard:
- Status Box: This is your progress indicator. This section will indicate what you need to complete and what you have already completed. Anything in GREEN is completed; anything in RED is incomplete. These are clickable boxes.
- Needs Attention: This section will appear for applications that have been submitted, but something has occurred that requires new attention and action from you is needed. For example, if you have an incomplete General Application and or a missing thank you letter.
- General Application: This section will display your submitted UNC scholarship application. Note: that there is a status for each tile box in the upper left corner. If you need to make changes, you can click on the **'update'** button at the bottom and it will bring you back to your General application.
- Current: This section will show all the scholarships you have applied for from the **'Recommended Opportunities'** page and or received. Each tile will show the status for that scholarship listed in the top left corner.

What is in your Current section on your Dashboard:

This section will include all the scholarships you have applied for from the **'Recommended Opportunities'** page and also list all the scholarships you have been awarded. You will see a tile for each scholarship. Information in this tile will include a deadline for each scholarship, status, name of scholarship, and a button at the bottom to either **'view'** or **'update'** that scholarship. The scholarships with a **'view'** button at the bottom have had the deadline pass. You can still view this scholarship and all of the items you submitted but you will no longer have access to update it. The ones with an **'update'** button are still open and you have access to update your application for that scholarship. The tiles are alphabetized so you will want to see what each status is by looking through them.
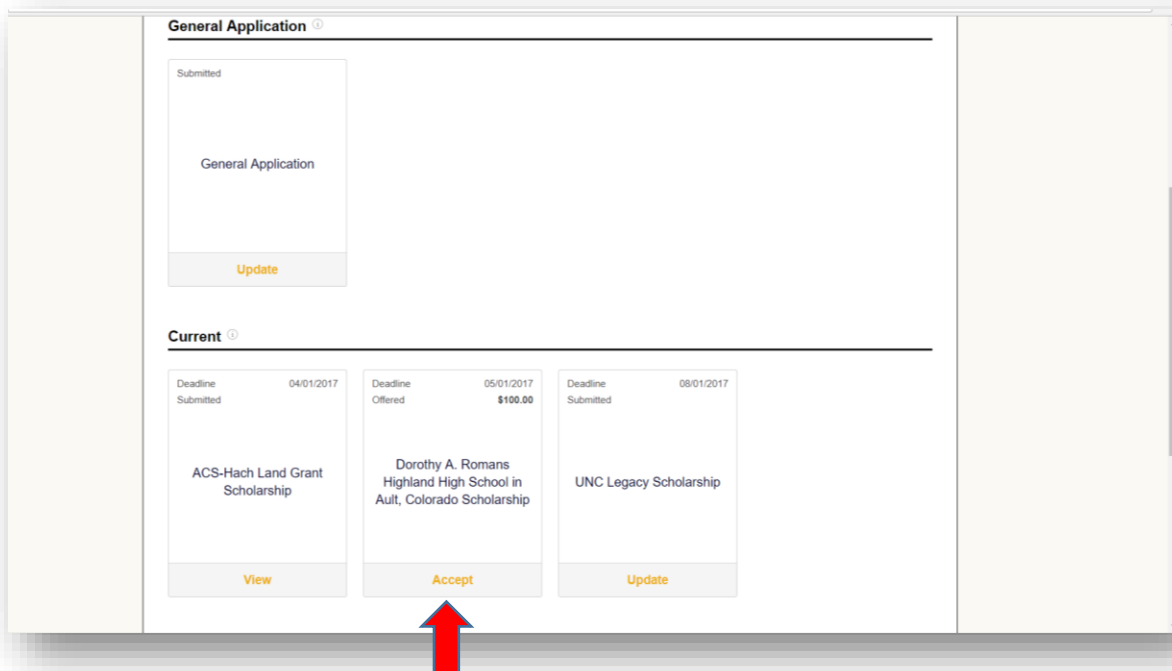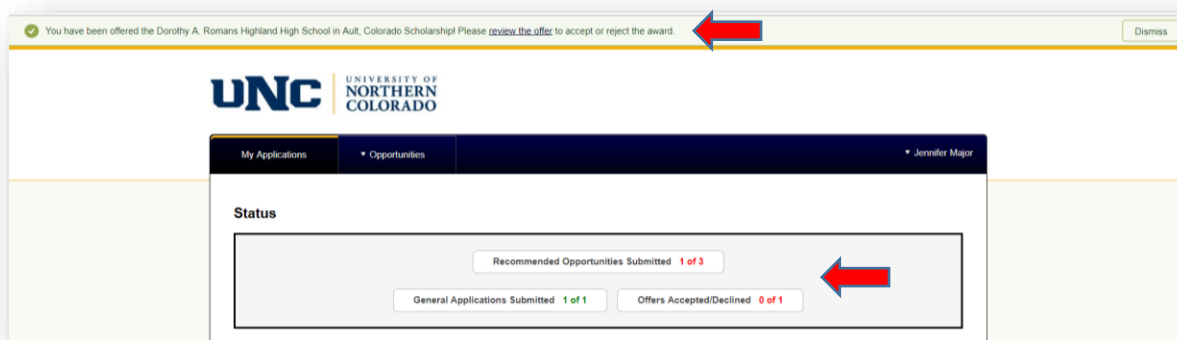
View of Current Section:
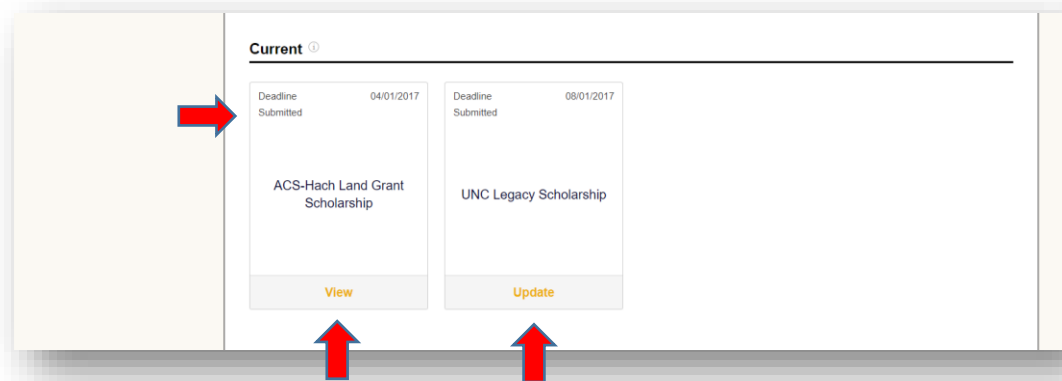
Type of Status you can have:

- Drafted- you have not submitted your additional requirement for that scholarship.
- Submitted- you have submitted your additional requirement for that scholarship.
- Offered- you have been offered the scholarship.
- Accepted- you accepted the scholarship.

How do you know you have been offered a scholarship?

You will be notified through your student email if you are offered a scholarship. The email will be titled "You have been offered the XXX scholarship at UNC!" That email will list the additional requirements that need to be completed and the scholarship application link. You can also use the same steps outlines on page one to get into your application again.

Once you are logged in to your application, you will see a green message at the top that states, "You have been offered the XXX scholarship! Please review the offer to accept or reject the award." You can click on the **"review the offer"** in that message to accept it. Alternatively, you can accept it in your current section as well. You will see a tile for that scholarship with an **'accept'** button at the bottom. In addition, notice your Status box shows you now have an Offers Accept/Decline box with red writing 0/1. Red always means you have outstanding items.

How to accept scholarship and upload your thank you letter:

1. Click on the yellow **'Accept'** button in our **'Current'** section.
2. This will direct you to accept or decline the scholarship. You will also see a details tab this will give you the description and the amount offered for that particular scholarship.
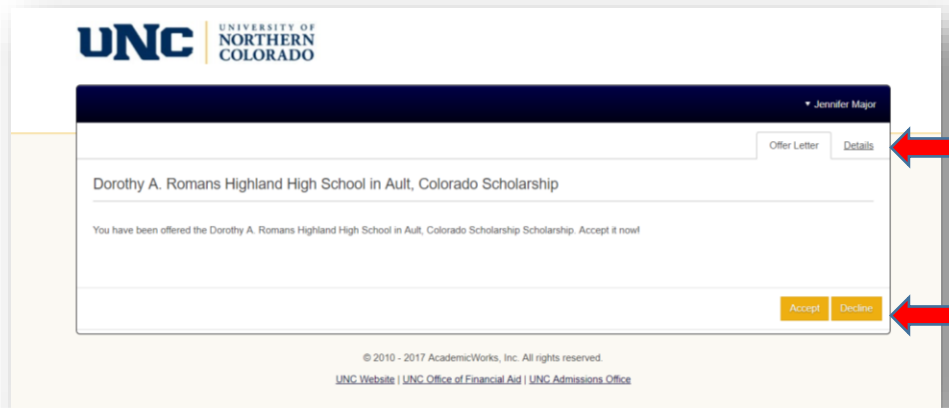

3. Once you accept the scholarship, you will be directed to the page to upload your required thank you letter for that scholarship.
   - This page will give you the salutation name for the thank you letter. You will also see a link that will give you guidance on how to write the thank you letter.
   - You will also receive an email to your student email account titled "You need to finish your application for UNC XXX scholarship. The email will detail that you need to complete a thank you letter.
   - If you need to write your thank you letter at another time, you can simply close out of your scholarship application. Your **'Dashboard'** will also indicate that you have items to still complete in a new **'Needs Attention'** section. By clicking the yellow **'Finish'** button, it will direct you back to upload your thank you letter. Note: your file name should not include any characters other than letters and or numbers. Any special characters will create an error and you will not be able to upload the letter.
   - Notice you now have a **'Post-Acceptance Submitted'** section in you **'Status Box'** that read's 0 of 1 in red.

4. Once you have written your thank you letter, click on the **'Add a New File'** link and upload the letter.
5. Click on the yellow **'finish and submit'** button.
   - You will receive an email to your student email account titled "Application Submission Confirmation" to confirm you have submitted your thank you letter.

- You will now see the **'Status'** section update with 1 of 1 in green for the **'Post-Acceptance submitted'**. In addition, the scholarship will now show in your **'Current'** section as submitted. The office of Financial Aid will review your thank you letter.
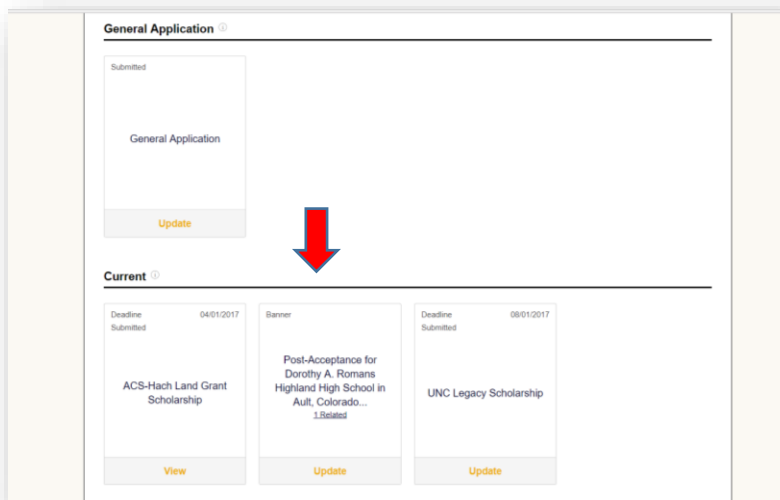
- When you see the status in your **'post-acceptance'** tile update from submitted to either **'Banner'** or **'Generous Donor'** that indicates we have reviewed your submitted thank you letter and accepted it. You are now done with that scholarship.
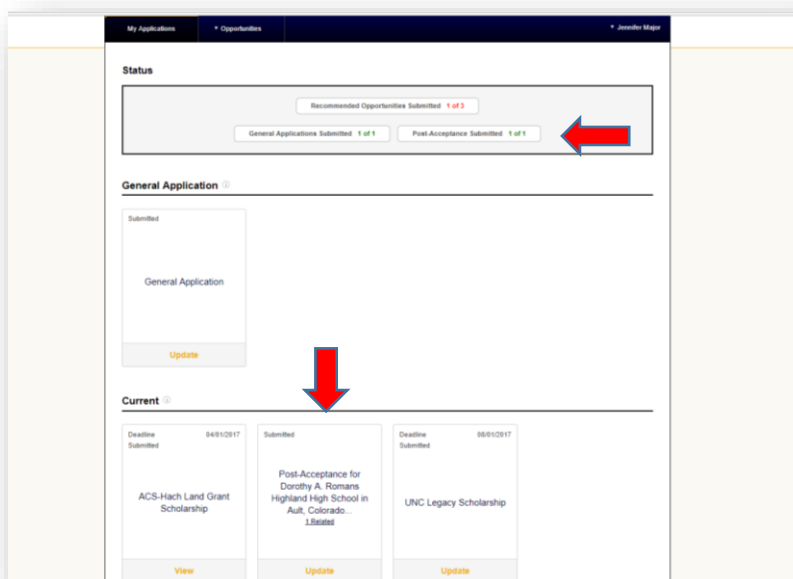
- When you see your Status box list all Green, you are completed.
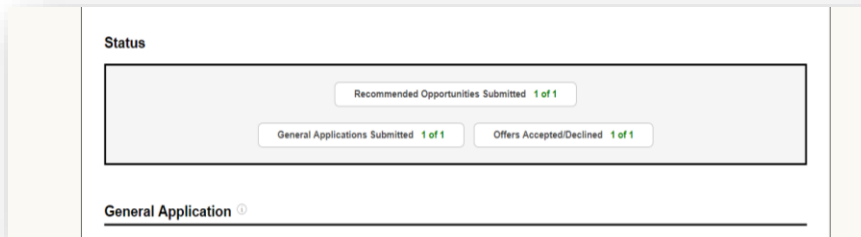
Searching additional Scholarships:

Use the **'Opportunities Menu'** on your tool bar. The Opportunities page allows you to locate recommended **'Apply-to'** scholarships, as well as browsing other scholarships within the system. Simply clicking on the **'Opportunities'** button will take you immediately to your '**Recommended Opportunities'** page where you can begin applying for additional **'Apply-to'** scholarships.

If you would like to view additional scholarships, such as those for which you may be already automatically under consideration, hovering over the **'Opportunities'** button will allow you to select the '**All/Ours opportunities'** listing. This will list all the scholarships in the system in which you can read the description. These will not give you an apply button as there is nothing else you would need to do other than your general application to be considered for them.
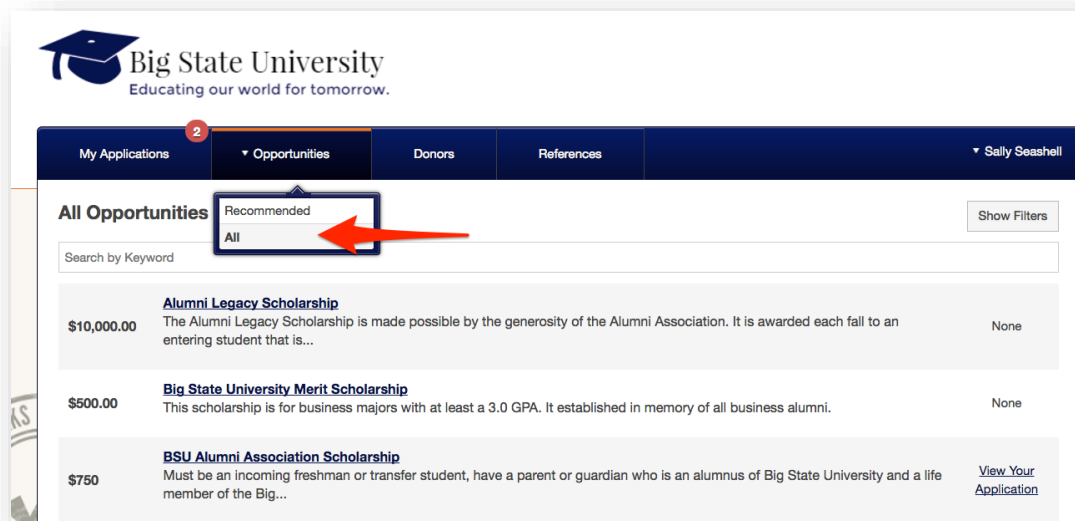
On the **'Recommended'** and **'All opportunities'** pages, you can click **'conduct a keyword search'** or use the '**Show Filters'** button to launch a search page. The search page allows you to search through available opportunities based on the qualification criteria established for each scholarship.

Tips and reminders:

1. UNC Scholarship Application opens every November 1st.
2. Complete your scholarship application every year before March.
3. Keep an eye out for green messages at the top of your application and review any red items in your status box.
4. You do not have to apply to each scholarship separately. Your General Scholarship Application and your Recommend Opportunities does all of this.
5. A thank you letter is required for each scholarship. The scholarship will not disburse until the thank you letter is completed.
6. Your file name for your thank you letter must only contain Letters and or numbers nothing else. If you receive an error message when trying to upload look at your file name.
7. Once you submit your thank you letter your requirement in URSA will still show required until the Office of Financial Aid reviews and accept your thank you letter. When we accept your thank you letter, we will complete your requirement.
8. Call (970 351 2502) or email Office of Financial Aid at OFA.Scholarships@unco.edu if you have any questions.