



# UNC Scholarship Application Guide

Table of Contents

Location of Scholarship Application ..... 2

How to Complete Your UNC Scholarship Application ..... 2

How to Apply for Recommended Opportunities ..... 5

How to Read Your Dashboard ..... 7

    Current Section on Your Dashboard ..... 9

    Types of scholarship status you can have ..... 9

How You Know You Have Been Offered a Scholarship ..... 10

How To Accept a Scholarship and Complete Additional Steps ..... 11

    Scholarship Gratitude Survey..... 12

Searching Additional Scholarships ..... 15

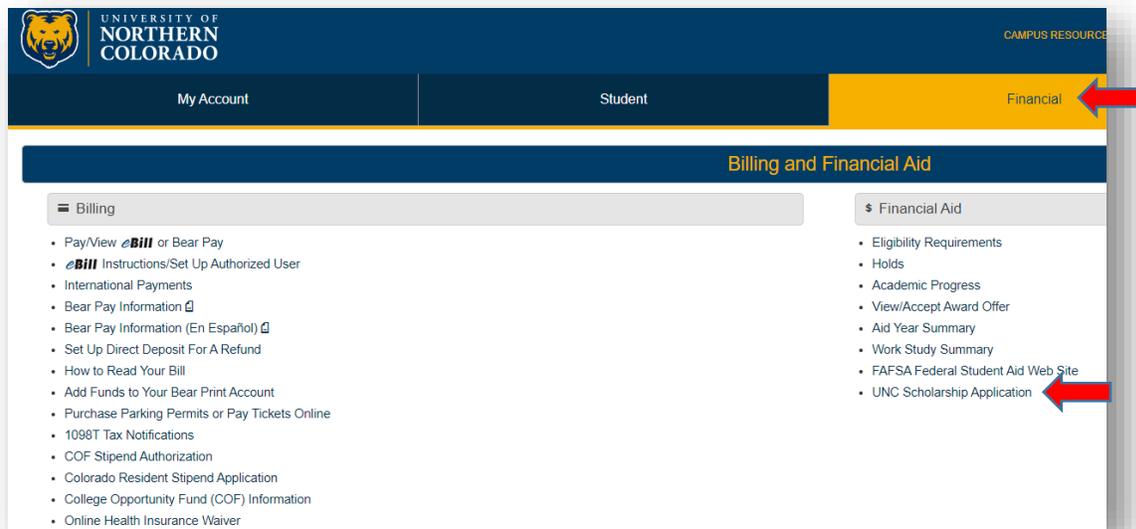
Tips and Reminders..... 16

## Student Instructions on Completing the UNC Scholarship Application

Updated July 2022

### 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 1<sup>st</sup> each school year, to be completed for the following school year. The priority deadline will be February 1<sup>st</sup> for New students and Continuing students, and June 1<sup>st</sup> for Graduate students, Transfer students, and International students.**



### How to Complete Your UNC Scholarship Application

1. Once logged into your general scholarship application you will see a list of questions for you to answer, these questions are used to determine your eligibility for most of the Foundation scholarships available. 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 the questions that have asterisks (\*) next to them, which include your Bear Number, Signature, and Today's Date, before proceeding to other tasks within the system.
2. Click on the yellow **'Finish and Submit'** button when you are finished. You can save your application at any time by clicking on the white **'Save and Keep Editing'** button.

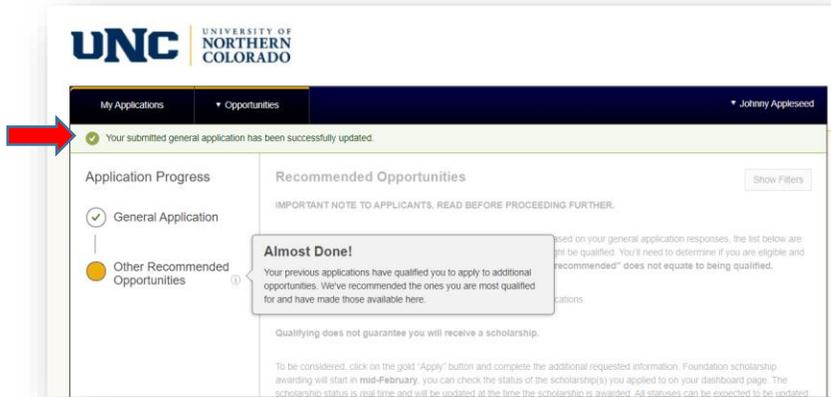
# Table of Contents

## View of Application top half:

## View of Application bottom half:

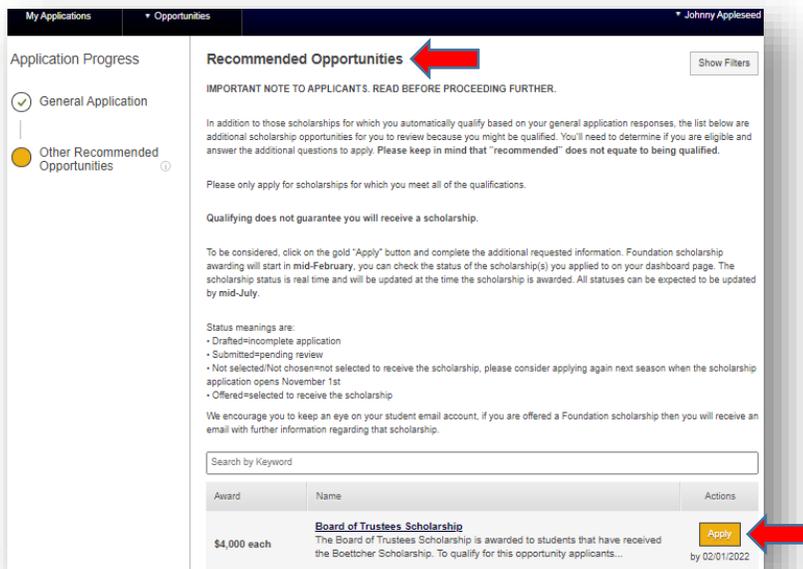
## Table of Contents

- 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."
  - Note: there will be a green pop-up message at the top of the page that confirms your application has been successfully submitted.
  - You will also receive an email to your student email titled "Application Submission Confirmation".



- 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 potentially may be qualified for based on your additional answers. These scholarships require an additional question(s) to be submitted to determine your true eligibility.

### View of the Recommended Opportunities page:



## How to Apply for Recommended Opportunities

1. Click on all the yellow **'Apply'** buttons listed to see what the additional required item is. This could be a short yes or no question, or an essay, etc.
2. You will need to complete the additional requirement(s) to apply for that scholarship.
  - If the question is not applicable to you, you do not need to complete that additional question. For example, UNC may offer a scholarship that can be awarded to Business Majors that are also part of a Native American Tribe. You will see this scholarship listed on your recommended page if you are a Business Major, the system does not know if you are part of a Native American tribe so the additional question would be to upload your tribal documentation. If you are not part of a Native American Tribe, you would not complete that additional requirement.
3. Click on the **'Finish and Submit'** button once you have completed the requested item(s). You have now applied to that scholarship.

The screenshot shows the UNC Legacy Scholarship application page. The header includes the UNC logo and 'UNIVERSITY OF NORTHERN COLORADO'. The navigation bar shows 'My Applications' with a notification badge '1' and 'Opportunities', and the user name 'Johnny Appleseed'. The main content area is titled 'UNC Legacy Scholarship' and includes a description, deadline (09/30/2022), category (Drafted), and supporting documents (Applicant Record, Profile). A note states: 'You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**.' Below this is the 'Application Questions' section with a required question: '\* List the name, Date of Birth, and year of graduation for the parent that graduated from UNC (Be sure to use the name that your parent used at the time of their graduation).' An input field for this question is highlighted with a red arrow. At the bottom right, the 'Finish and Submit' button is also highlighted with a red arrow.

## Table of Contents

- 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 the **'View Your Application'** link for all the ones that you have completed.
  - Once you submit the additional item(s) for the recommended scholarship, you will receive an email to your student email titled "Application Submission Confirmation". This will let you know that your application for the specific scholarship was submitted.

My Applications Opportunities Johnny Appleseed

✓ Your application to UNC Legacy Scholarship has been successfully submitted.

Application Progress

- ✓ General Application
- Other Recommended Opportunities

### Recommended Opportunities

IMPORTANT NOTE TO APPLICANTS. READ BEFORE PROCEEDING FURTHER.

In addition to those scholarships for which you automatically qualify based on your general application responses, the list below are additional scholarship opportunities for you to review because you might be qualified. You'll need to determine if you are eligible and answer the additional questions to apply. Please keep in mind that "recommended" does not equate to being qualified.

Please only apply for scholarships for which you meet all of the qualifications.

Qualifying does not guarantee you will receive a scholarship.

To be considered, click on the gold "Apply" button and complete the additional requested information. Foundation scholarship awarding will start in mid-February, you can check the status of the scholarship(s) you applied to on your dashboard page. The scholarship status is real time and will be updated at the time the scholarship is awarded. All statuses can be expected to be updated by mid-July.

Status meanings are:

- Drafted=incomplete application
- Submitted=pending review
- Not selected/Not chosen=not selected to receive the scholarship, please consider applying again next season when the scholarship application opens November 1st
- Offered=selected to receive the scholarship

We encourage you to keep an eye on your student email account, if you are offered a Foundation scholarship then you will receive an email with further information regarding that scholarship.

Search by Keyword

Award	Name	Actions
\$4,000 each	<b>Board of Trustees Scholarship</b> The Board of Trustees Scholarship is awarded to students that have received the Boettcher Scholarship. To qualify for this opportunity applicants...	Apply
\$500	<b>UNC Legacy Scholarship</b> This scholarship is awarded to students working on their first undergraduate degree, whose biological or adoptive mother or father is a graduate of...	View Your Application

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

Please note: the **'Recommended Opportunities'** 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 general 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 four key areas based on your needed interactions. Please note that if you do not apply to all your **'Recommended'** scholarships, you will be directed to the **'Recommended Opportunity'** page after logging in until they are all answered. To get to your Dashboard from your **'Recommended'** page, you will have to click on the **'My Applications'** tab on the top left of your screen.

❖ The four 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 color buttons are clickable boxes.
- Needs Attention: This section will appear for scholarships that have been applied for, but something has occurred that requires new attention and action from you is needed. For example, if you have a drafted application or a missing Scholarship Gratitude Survey.
- General Application: This section will display your submitted UNC Scholarship Application.
- Current: This section will show all the scholarships you have applied for from the **'Recommended Opportunities'** page and/or the scholarships you have received for both the current academic year as well as the upcoming year. Each tile will show the status for that scholarship.

# Table of Contents

## View of the Student Dashboard page:

**UNC** UNIVERSITY OF NORTHERN COLORADO

My Applications <sup>2</sup> Opportunities Johnny Appleseed

### Status

Recommended Opportunities Submitted 1 of 2

General Applications Submitted 1 of 1 Offers Accepted/Declined 0 of 1

### Needs Attention ⓘ

<p>Lucille Hopper Shafer Award</p> <p>Offered \$100.00 Deadline 02/01/2021</p> <p>Accept</p>	<p>⚠ Required Questions Phi Theta Kappa Scholarship</p> <p>Drafted Deadline 09/30/2022</p> <p>Finish</p>
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### General Application ⓘ

<p>General Application</p> <p>Submitted Deadline 09/30/2022</p> <p>Update</p>
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### Current ⓘ

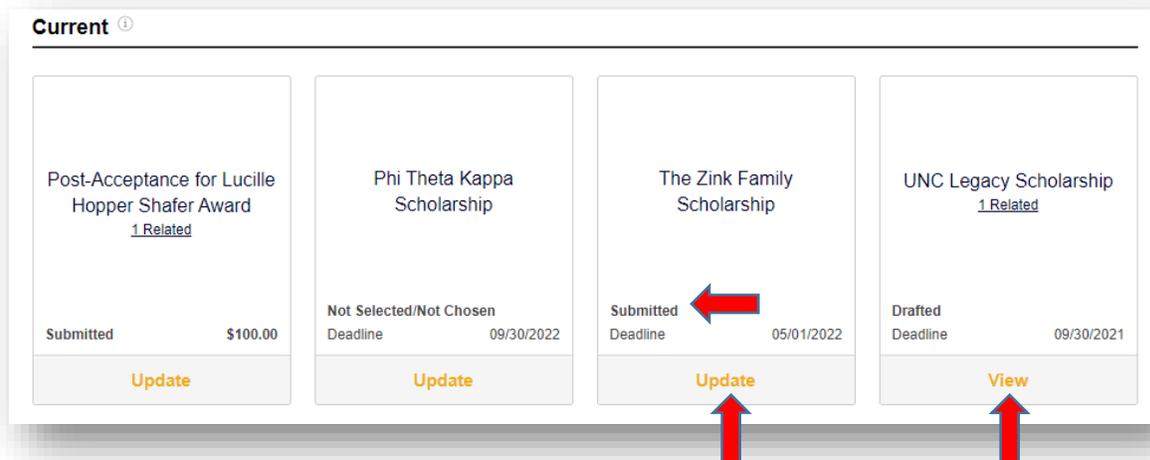
<p>The Zink Family Scholarship</p> <p>Submitted Deadline 05/01/2022</p> <p>Update</p>	<p>UNC Legacy Scholarship</p> <p>Submitted Deadline 09/30/2022</p> <p>Update</p>
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## Current Section on Your Dashboard

This section will include all the scholarships you have applied for from the **'Recommended Opportunities'** page as well as all the scholarships you have been awarded. You will see a tile for each scholarship. Information in this tile will include the name of scholarship, the application deadline for each scholarship, the most recent application status, 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 the items you submitted but you will no longer have access to update it. The scholarships with an **'Update'** button are still open and you have access to edit/submit your application for that scholarship. Depending on the time of year, you may see tiles that belong to scholarships for the current academic year as well as scholarships for the upcoming academic year.

**View of Current section:**



**You will want to keep an eye on each scholarship status through mid-July!**

Types of scholarship status you can have:

- **Drafted**: You have not submitted for this scholarship, it is still incomplete.
- **Submitted**: You have submitted your application for this scholarship, it is pending review.
- **Not Selected/Not Chosen**: Your application was not selected to receive this scholarship.
- **Offered**: You have been offered this scholarship.
- **Banner/Donor**: Your Scholarship Gratitude Survey has been approved and finished processing.

## How You Know You Have Been Offered a Scholarship

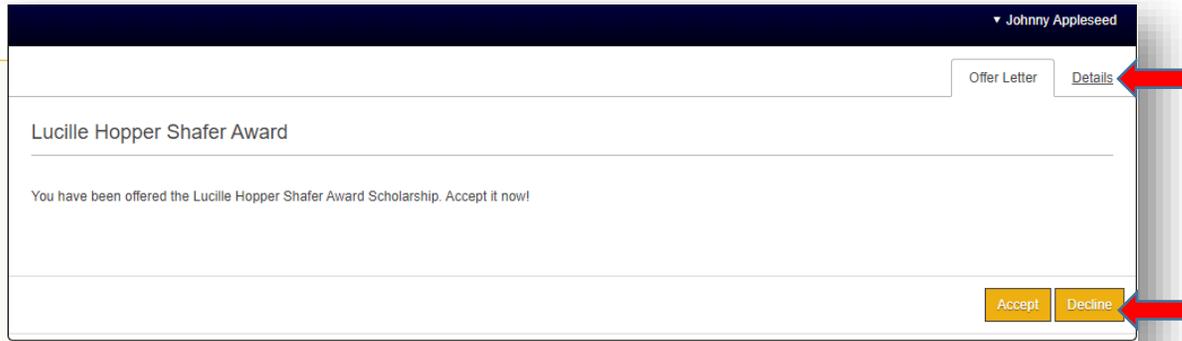
You will be notified through your student email if you are offered a scholarship. The email will be titled “You have been offered the [name of scholarship] at UNC!”. That email will list any additional steps that need to be completed and the requirements needed to receive the award, along with a link to go directly to that specific scholarship application tile.

You can also use the steps outlined previously for how to get into your UNC Scholarship Application ‘Dashboard’ again. Once you are logged in to your ‘Dashboard’, you will see a green message at the top that states, “You have been offered the [name of scholarship]! Please review the offer to view the details tab and accept or reject the award”. You can click on the ‘review the offer’ link in that message to accept it. Alternatively, you can click the ‘Accept’ button on the scholarship tile in your ‘Needs Attention’ section. In addition, your ‘Status’ box section will show you now have a button for ‘Offers Accepted/Declined’ with red writing, meaning you have outstanding items.

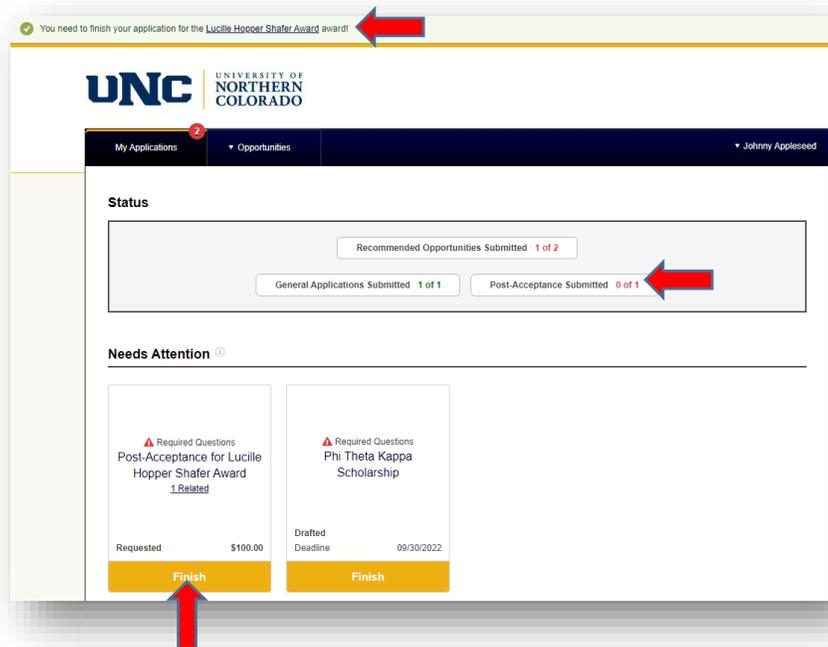
The screenshot displays the UNC Scholarship Dashboard interface. At the top, a green notification bar states: "You have been offered the Lucille Hopper Shafer Award! Please [review the offer](#) to view the details tab and accept or reject the award." Below this is the UNC logo and navigation tabs for "My Applications" (with a red '2' badge), "Opportunities", and a user profile "Johnny Appleseed". The "Status" section shows progress: "Recommended Opportunities Submitted 1 of 2", "General Applications Submitted 1 of 1", and "Offers Accepted/Declined 0 of 1". The "Needs Attention" section contains two tiles. The first tile, for the "Lucille Hopper Shafer Award", shows an offered amount of \$100.00 and a deadline of 02/01/2021, with a prominent orange "Accept" button. The second tile, for the "Phi Theta Kappa Scholarship", shows a "Required Questions" status, a drafted amount, and a deadline of 09/30/2022, with a "Finish" button.

### How To Accept a Scholarship and Complete Additional Steps

1. Access the scholarship tile using any of the methods outlined previously.
2. You will be directed to accept or decline the scholarship.
  - Be sure to click on the **'Details'** tab to see the award amount you have been offered and the description for this specific scholarship.



3. Once you accept the scholarship, you will be automatically directed to the page to complete any additional steps required for this scholarship. You will receive an email to your student email account titled "You need to finish your application for the [name of scholarship]!".
  - If you need to complete the additional step(s) at another time, you can simply close out of your scholarship application. Your **'Dashboard'** will update indicate that you have items to still complete in the **'Needs Attention'** section. Your **'Status'** box section will also update to show you now have a button for **'Post-Acceptance Submitted'** with red.



## Scholarship Gratitude Survey

Every UNC Foundation Scholarship will require the Scholarship Gratitude Survey.

1. The survey consists of four questions, answer each one by typing directly into the textbox on the webpage.
  - Make sure that each question is answered thoroughly and thoughtfully. If one or more responses are incomplete or insufficient, your Survey will be rejected. You will receive an email to your student email account to let you know which response(s) needs to be updated before your Survey can be approved.
  - If you have been offered, or anticipate being offered multiple scholarships, please do not use the specific name of a scholarship in any of your responses. Your Survey has a 'Smart Autofill' function and will automatically copy any prompt responses that have been submitted to other scholarship(s) for you. You will not need to update the responses, assuming that it is still appropriate for the new scholarship; however, you will need to make sure to still click the 'Finish and Submit' button, even for the auto-filled Survey.
2. Click on the yellow '**Finish and Submit**' button at the bottom of the page.
  - You will receive an email to your student email account titled "Application Submission Confirmation" to confirm you have submitted your Survey.

Smart Autofill ⓘ

\* 4. Please express to the donor what receiving this scholarship means to you, your educational journey, and how it has impacted you personally and/or your family. (50-100 words)

**B** *I* [Bulleted List] [Numbered List] [Help] [Preview] [Edit]

Words Used: 0 out of 200

Example Formatting: **\*bold\***, *\_italics\_*

[Save and Keep Editing] [Finish and Submit]

## Table of Contents

### View of the Scholarship Gratitude Survey page:

[Offer Letter](#) [Supplemental Questions](#)

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**.

**Note:** Required fields are marked with an asterisk.

#### Supplemental Questions

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Smart Autofill ⓘ

\* Before your scholarship funds will be disbursed, you must answer all the following questions. Be aware that your responses will be provided to the donor(s) of this scholarship, so please answer all questions thoroughly and thoughtfully. Insufficient or incomplete responses will be rejected. To learn more about your scholarship and who you are writing to, please review the donor biography under the scholarship description. *If you have received multiple scholarships, you will have to submit this survey for each scholarship – your scholarship application offers an Autofill function to assist you in submitting this survey for multiple scholarships. To expedite the process, please make sure to 'Finish and Submit' your responses for each scholarship you receive, even when using Autofill.\**

1. Please write a paragraph expressing your appreciation to the donor for providing the funds that made this scholarship possible and explain how this scholarship will assist you in achieving your educational goals at UNC. (50-100 words)

**B** *I* ☰ ☷ Help Preview Edit

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Words Used: 0 out of 200 Example Formatting: **\*bold\***, *\_italics\_*

Smart Autofill ⓘ

\* 2. Please write a paragraph telling the donor about yourself. (Appropriate responses might include, your hometown, family background, talents and hobbies, extracurricular involvement, anything else about your life and family that you would like to share). (100-200 words)

**B** *I* ☰ ☷ Help Preview Edit

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Words Used: 0 out of 300 Example Formatting: **\*bold\***, *\_italics\_*

Smart Autofill ⓘ

\* 3. Please explain to the donor why you chose to attend UNC; why you selected your major/minors, and how your education at UNC will help you to achieve your future career goals or post-graduation plans. (100-200 words)

**B** *I* ☰ ☷ Help Preview Edit

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Words Used: 0 out of 300 Example Formatting: **\*bold\***, *\_italics\_*

Smart Autofill ⓘ

\* 4. Please express to the donor what receiving this scholarship means to you, your educational journey, and how it has impacted you personally and/or your family. (50-100 words)

**B** *I* ☰ ☷ Help Preview Edit

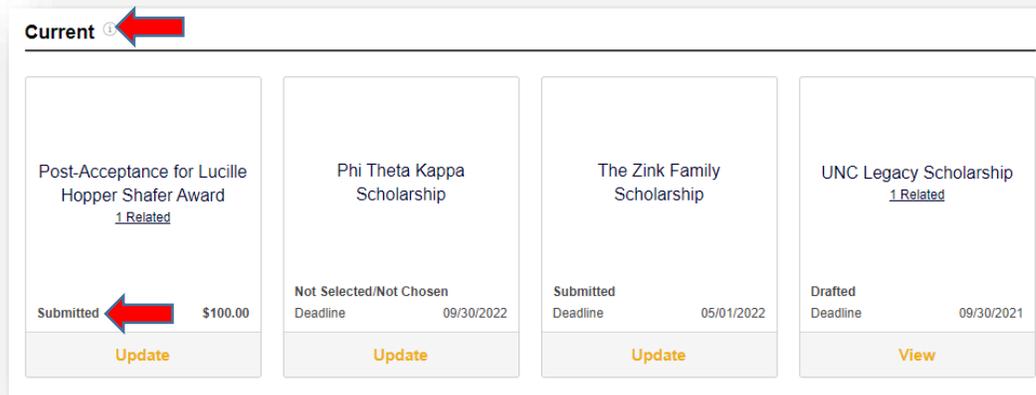
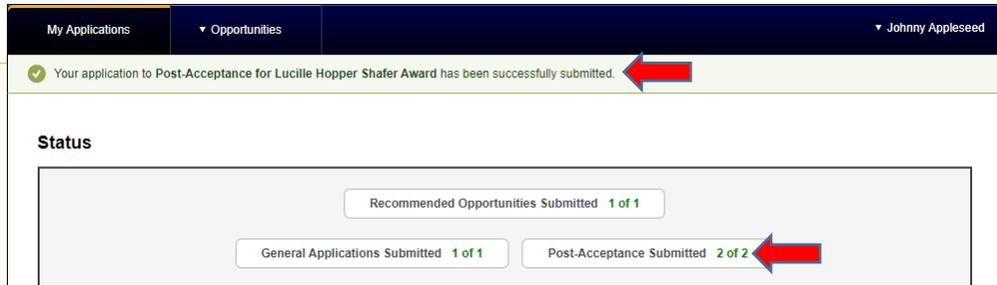
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Words Used: 0 out of 200 Example Formatting: **\*bold\***, *\_italics\_*

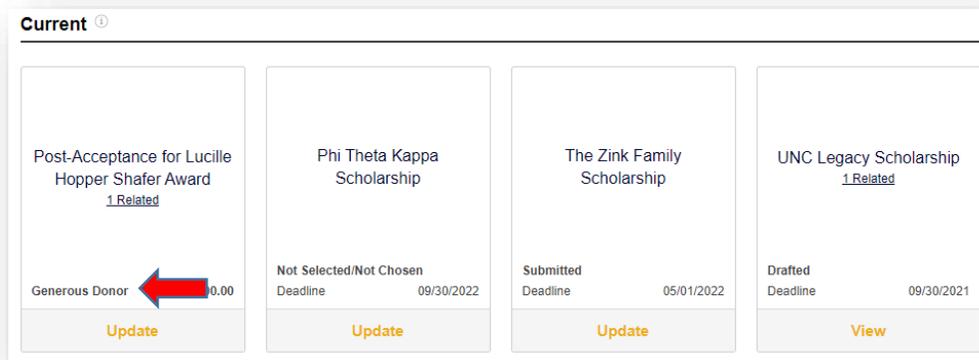
Save and Keep Editing Finish and Submit

## Table of Contents

3. After submitting your Scholarship Gratitude Survey, you will see the **'Status'** section update to green for the **'Post-Acceptance Submitted'**. In addition, the scholarship will now show in your **'Current'** section as submitted.



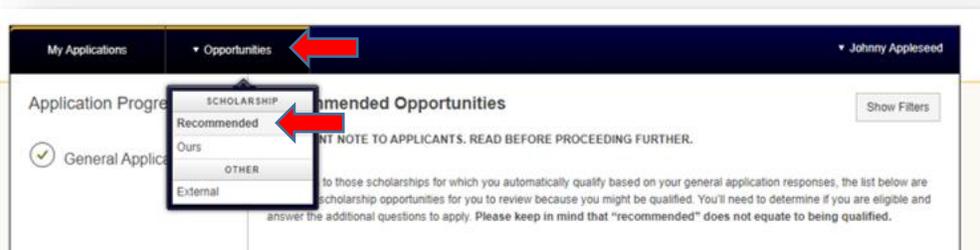
4. When you see the status for your **'Post-Acceptance'** tile update from **'Submitted'** to either **'Banner'** or **'Donor'** that indicates your submitted Survey has been reviewed and accepted. You are now done with that scholarship.



## Searching Additional Scholarships

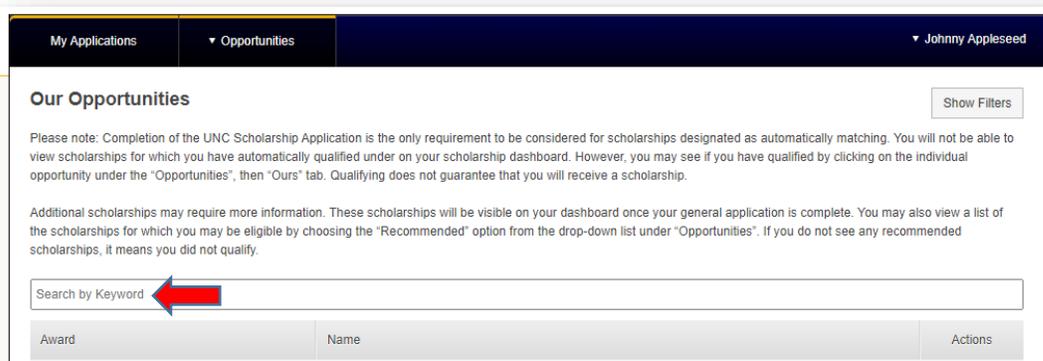
Use the **'Opportunities'** tab in the top left of your tool bar. The **'Opportunities'** page allows you to locate recommended **'Apply-To'** scholarships, as well as browsing other scholarships within the system. Simply clicking on the **'Opportunities'** button will take you immediately to your **'Recommended'** list, 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 **'Ours'** list. This will list all the scholarships in the system, which you can click on to read the description. Many of 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 **'Our'** list pages, you can click **'Search by Keyword'** to search through available scholarship opportunities based on the qualification criteria established for each scholarship.

Keep in mind that you do not have to search for all scholarships to apply to them; by completing your General Scholarship Application, you have already applied to all the **'Automatch'** scholarships and your **'Recommended Opportunities'** page lists the scholarships that need an additional item completed. Your general scholarship submission did the work for you. This search page is simply a way for you to view comprehensively what is available at UNC.



Tips and Reminders

1. UNC Scholarship Application opens every November 1<sup>st</sup>.
2. Complete your scholarship application every year by February 1<sup>st</sup> to be considered for the maximum number of scholarships.
3. Keep an eye out for green messages at the top of your Dashboard and review any red items in your status box.
4. You do not have to search for and apply to each scholarship separately. Your General Scholarship Application and your Recommend Opportunities does all of this already.
5. A Scholarship Gratitude Survey is required for each scholarship. The scholarship will not disburse until the Survey is completed and approved.
6. Once you submit your Survey, your URSA will still show it as a missing requirement until the Office of Financial Aid reviews and approves your Survey. When your Survey is approved, the requirement will be completed at the same time.
7. If you have any questions, call: 970-351-4862 (option #1) or email the Office of Financial Aid at [OFA.Scholarships@unco.edu](mailto:OFA.Scholarships@unco.edu)