

FOOTHILL SCHOLARSHIP APPLICATION CHECKLIST

Scholarships are dollars that you do not repay and can be used for school-related expenses. This checklist will help you navigate the process in which to apply for scholarships listed within the AcademicWorks scholarship management system offered by Foothill & De Anza Community College District.

STEP 1: WRITE YOUR "MY STORY" ESSAY

Write an essay that tells the scholarship review committee about you. Your essay should be:

- Single spaced
- Not exceed one page
- Be specific about your academic and career goals
- Discuss any obstacles you have overcome
- Identify any specific financial needs you have

This is your opportunity to share what makes you unique and deserving of a scholarship. If you need help writing your essay you can:

1. View the "Tips for Writing Your "My Story" Essay" PDF: <https://foothill.edu/financialaid/pdf/scholarship-my-story.pdf>
2. Go to the **Teaching and Learning Center** for writing and grammar assistance. You may contact them at 650-949-7444, tlc@foothill.edu or visit: <https://foothill.edu/tlc/>.

STEP 2: LOG INTO ACADEMICWORKS

Academic Works is the Foothill- De Anza Scholarship management system where you can view both internal and external scholarship opportunities. To Access Academic Works:

1. Log in to your MyPortal account.
2. Click on the "Apps".
3. Click on the "AcademicWorks" logo.
4. If needed, use your student identification number and MyPortal password to log into the AcademicWorks system.
5. Click on the "Sign In" box in the upper right hand corner
6. Click on the "Sign In With Your Institution" box



STEP 3: COMPLETE YOUR GENERAL SCHOLARSHIP APPLICATION

Once logged in to AcademicWorks, complete your general scholarship application:

1. Select "General Applications" under the Applications tab.
2. Click on the "General Application" link in the General Applications section.
3. Under the "General Application Progress" heading on the left-hand side of the page, click on "Applicant Record".
4. Review your information in the Applicant Record Data section and verify that it is accurate. If any of the information listed is not correct, update it through your MyPortal account if possible, or go to the Admissions and Records Office and fill out a Record Change Request form.
5. Under the "General Application Progress" heading on the left-hand side of the page, click on "Profile Information".
6. In the Profile Information section, answer the general application questions. If you have already written your "My Story" essay, you can copy and paste it into the appropriate field.
7. Click on the "Finish and Submit" button at the bottom of the page.

**Please note that if you change any information in your general scholarship application, including profile information or applicant record data, prior to the scholarship deadline, it will get updated for all scholarships for which you've applied.*

STEP 4: VIEW YOUR RECOMMENDED SCHOLARSHIP OPPORTUNITIES & APPLY

Twenty four hours after submitting your general scholarship application log back in to the AcademicWorks system and select "Recommended" under the "Opportunities" tab to see which scholarship opportunities have been recommended to you.

1. Click on the name of each recommended scholarship to view the scholarship details.
2. If you meet the minimum qualifications for a scholarship and want to apply, click on the "Apply" button at the bottom of the page.
3. Answer the supplemental questions for the scholarship and then click on the "Finish and Submit" button.
4. If you need more time to answer the supplemental questions, click on the "Save and Keep Editing" button

**Once you have submitted your application for a scholarship, you can always go back and edit it up until the scholarship deadline.*

STEP 5: BEST PRACTICES

- Each Scholarship organization determines the minimum qualifications for a candidate to apply, to understand if you are eligible you must review these individual requirements within the scholarship posting.
- **If a letter of recommendation is required for a scholarship** for which you are applying, make sure to contact the person you want to write the letter (your recommender) prior to saving or submitting your application for that scholarship.
 - Once you've submitted your application and provided the name and email address for your recommender, you can monitor the submission status of that letter by clicking on the "References" tab in AcademicWorks.
 - **Important: It is your responsibility to make sure that your recommender submits the letter of recommendation by the scholarship deadline.**
- **If you are required to attach any additional documents for a scholarship**, such as a copy of your academic transcript, you can go to the Foothill College Media Center (Room 3612, Foothill main campus) to scan those documents for **FREE**.

STEP 6: WHAT TO EXPECT AFTER YOU APPLY

- Once you've applied for Foothill scholarships, you can monitor the status of those applications in AcademicWorks by going to the Applications tab and clicking on "Active".
- There is no limit to how many scholarships you can apply for. However, please be sure to review and verify you meet the minimum qualifications for a scholarship prior to applying.
- Most scholarships disburse during Spring or Fall quarters of each academic year. Please note that in order for the Foothill College system to disburse your scholarship funds, you must be enrolled in at least six units for the term, unless otherwise stated in the scholarship posting.

REMEMBER!

- Applying for scholarships is a competitive process and not every student who applies for scholarships will win.
- If you fail to attach a legible copy of any of the required documents for a scholarship, such as your Foothill College transcript, resume, etc., your application for that scholarship will be incomplete and it will not be considered.
- **All required documents must be submitted online. The Financial Aid Office does not accept any documents, such as letters of recommendation, on a student's behalf.**

FOR QUESTIONS CONTACT

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