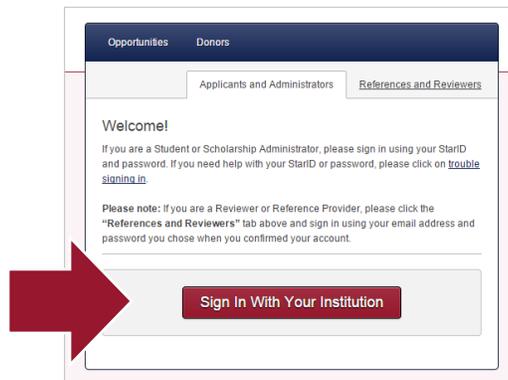# Scholarship Application User Guide

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> These instructions will help you navigate the entire scholarship application process. It is imperative that you read them in their entirety before you start or submit the General Application. All applications must be completed by **11:59 p.m. CST on Thursday, June 1, 2017** to be considered for fall semester 2017 awards. You will not be able to change responses or upload additional information after this deadline.

1. Fill Out General Application

a. Go to https://clcmn.academicworks.com/ to access the CLC Foundation scholarship application.

b. Click the red **Sign In** button in the upper right corner.

c. Click the red **Sign In With Your Institution** button at the bottom of the welcome box.

d. Enter your **StarID** username and password to sign in.
   NOTE: In order to receive your StarID login credentials, you must first apply for general admission to Central Lakes College (http://www.clcmn.edu/enroll/index.html).

e. When you initially login, you'll be directed to the General Application. Complete all of the fields under the **Profile Information** link AND

f. Click on the **Applicant Record** link to ensure your information on file is correct.

g. Click the **Finish and Continue** button at the bottom of the page to submit your General Application.
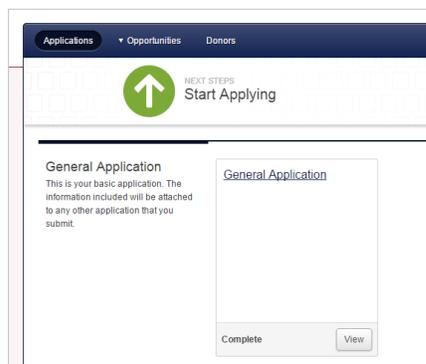
By completing your General Application, you will be considered for <u>all</u> of the CLC Foundation scholarship awards. You may need to answer additional questions or upload a letter of reference for some scholarship awards; these will be listed as "Recommended" opportunities.
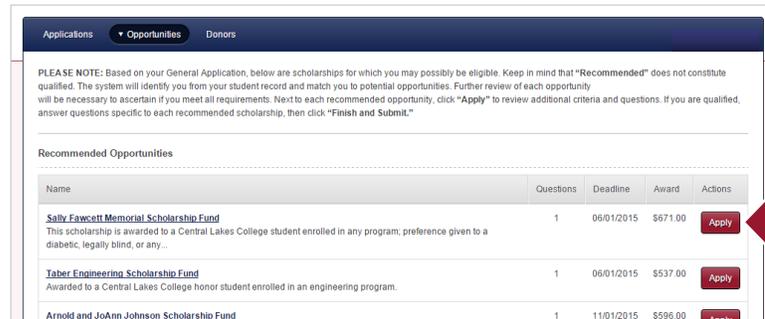
It is very important to check your **Applicant Record** to ensure your student information on file is correct. The majority of the CLC Foundation's scholarships are based on applicants' program(s) and/or degree(s) being pursued.

2. Check for Recommended Opportunities

a. Once you have completed the general application, you will be directed to all "**Recommended**" opportunities based on your answers to the General Application.

b. Next to each recommended opportunity, click **Apply** to review additional criteria and questions. If you are qualified, answer questions specific to each recommended opportunity, then click **Finish and Submit**.

> Answer the questions carefully and thoroughly. Your answers will determine your eligibility for CLC Foundation's scholarships. Also, check for proper spelling, punctuation, and grammar. Ask someone to proofread your application before the deadline.
>
> You may work on your application over time. Be sure to click the "Save and Keep Editing" button throughout filling out your application and each time you exit to save your work.

3. Manage Your References

Visit your CLC Foundation scholarship account periodically before Thursday, June 1, 2017 to manage your references. You are strongly encouraged to check your application to ensure your letter(s) of recommendation have been uploaded. You may do this by going to the "Reference" tab in your scholarship account. If you have not received your recommendation letters, you have the ability to resend the reference link as a reminder. You may also change your references; however, please note that only the two most current names and email addresses you provide will serve as your reference. Your references must submit their completed online letters of recommendation no later than 11:59 p.m. on Thursday, June 1, 2017.

> Before sending the reference link, you are strongly encouraged to contact your reference(s) and make a formal request (by email or in person), asking if he or she would be willing to write a letter of recommendation on your behalf. Explain the purpose of the recommendation and why you have chosen him or her. Ask early and give them time to consider your request – preferably a month or more, so they have ample time to write a thoughtful and distinctive letter.

4. Manage Your General Application

Visit your CLC Foundation scholarship account periodically before Thursday, June 1, 2017 to manage your General Application. Double check your answers to make sure you have all the correct information. You are able to make corrections and update your answers until the application deadline date which is on **Thursday, June 1, 2017 at 11:59 p.m**.

5. Selection and Awards

The Scholarship Selection Committee will review all eligible applications for each scholarship. When final selections are made, you'll be notified through your CLC Gmail account. Important note: You are responsible for accepting your scholarship award by logging into your CLC Foundation scholarship account to accept your scholarship(s). After you have accepted, you will receive additional correspondence from the CLC Foundation regarding your scholarship. If you don't receive any communication from the CLC Foundation, check the status of your application on your scholarship account. You will be notified no later than late August 2017 about your scholarship application status. All CLC scholarship recipients are required to send a thank you letter to their scholarship donor. Additional information will be provided in the award email.

> **Helpful Tip**
>
> On your General Application, sing your own praises. Emphasize activities that show your talents and passions, especially things that demonstrate your ability to lead, take initiative, and care for your community. Don't underestimate yourself – employment and family responsibilities can say a lot in your favor as well.

QUESTIONS?
Please contact the CLC Foundation at
foundation@clcmn.edu or 218.855.8135