

# **ONLINE APPLICATION INFORMATION**

## **ELKHART MEMORIAL DOLLARS FOR SCHOLARS APPLICATION NOW EASIER THAN EVER!**

**There are three reasons you'll love our scholarship application process:**

### **1. Online scholarship application for Elkhart Memorial Dollars for Scholars.**

The online process means we can do away with paper scholarship applications for good---and you can do all of your applying online! All you need to do is visit [www.elkhartmemorial.dollarsforscholars.org](http://www.elkhartmemorial.dollarsforscholars.org) and create your personal Student Profile! You'll fill in all the same basic information as you would on a paper scholarship application, and you'll be able to store and update things like your GPA, extracurricular activities and letters of recommendation throughout your high school and college career---which means you'll only have to fill it out once, for potentially multiple opportunities!

### **2. One Student Profile; LOTS of applications!**

By filling out a Student Profile, you'll see any and all of our chapter's awards that you qualify for---and you can apply for them by answering just a few additional questions with a couple of clicks! And that's not all: across the nation, Scholarship America, our parent organization, is working with partners to add new scholarships to the scholarship database. Any time your profile matches the criteria for a new scholarship, no matter who's giving it out or where it's from, you'll be able to apply without filling out anything else! This means lots of opportunities for nationally offered scholarships plus all of our local scholarships!

### **3. Much more than just scholarships.**

Your Student Profile and the Student Dashboard, where you fill out and update your information provide a single source for a wide array of information you need to know. As a student, you'll have free access to a wealth of financial aid and college success tools and resources; and, you will even be able to export a resume based on your high school accomplishments!

## **READY TO GET STARTED??**

**VISIT US ONLINE:**

**[WWW.ELKHARTMEMORIAL.DOLLARSFORSCHOLARS.ORG](http://WWW.ELKHARTMEMORIAL.DOLLARSFORSCHOLARS.ORG)**

**To begin qualifying for local and national scholarships!**

## ONLINE APPLICATION CHECKLIST

To be considered for any of the scholarships offered by Elkhart Memorial Dollars for Scholars you must fully complete the online Student Profile and submit your Student Profile for any scholarships for which you want to be considered. Incomplete Student Profiles will **NOT** be considered (**any sections that show red**).

Please use this checklist to gather and organize the information you will need to complete your Student Profile.

Before beginning your Student Profile make sure you meet these minimum requirements:

You must be a current student at Elkhart Memorial.

If you meet the minimum requirements, visit our website to start your online Student Profile  
[WWW.ELKHARTMEMORIAL.DOLLARSFORSCHOLARS.ORG](http://WWW.ELKHARTMEMORIAL.DOLLARSFORSCHOLARS.ORG)  
Click on the "Students and Parents" tab on the top right side of the page.

It is recommended that you gather the following information together before you start to build your Student Profile:

- To get started with the Student Profile you will need your email address and a password of your choice to set your login information for the "**Student Dashboard**".
- Once you are logged into the Student Dashboard review the items listed in the "**My Information**" section of the Student Dashboard.
- Know your country of citizenship and your citizenship status.
- Know the colleges you have chosen to apply to (indicate the school that is your first choice).
- Know your intended major area of study (you are not locked into this choice but your application will be more complete if you include this information).
- Know your school counselor's name and email address. You will need it so that he/she can verify your transcript information.
- Know your recommender's email address. You will need it so that he/she can provide a recommendation on your behalf. **MAKE SURE YOU ASK THE PERSON YOU ARE REQUESTING A RECOMMENDATION FROM TO MAKE SURE THEY ARE WILLING TO GIVE YOU A RECOMMENDATION.**
- If you are under the age of 18 you will need to know your parent's email address so they can grant you permission to fill out a profile.

**EMHS Dollars for Scholars does NOT require financial information for their scholarships. But if you want to apply for national scholarships through Scholarship America they may require financial information.**

Write two (2) essays of a minimum of **300 words each** in response to these prompts:

-Write about your plans as they relate to your educational objectives and career goals  
(a minimum of 300 words).

-Describe any unusual family or personal circumstances that have affected your achievement in school, your work experience and/or your participation in school or community activities  
(a minimum of 300 words).

## FREQUENTLY ASKED QUESTIONS

1. **Q. What do I need to do to apply for a scholarship?**
  - A. You need to create an online Student Profile and submit your Student Profile **for each** individual scholarship for which you are eligible to apply for.
  
2. **Q. Is the Student Profile all that I need to complete in order to be eligible for scholarships offered by Elkhart Memorial Dollars for Scholars.**
  - A. Yes. The Student Profile is your biographical information that determines your eligibility for various scholarships. Once your Student Profile is **fully complete (no red sections)** you will be matched with scholarships for which you are eligible. You can then choose those scholarships for which you want to be considered by **applying** to those specific scholarships. We recommend you **apply** for all scholarships shown to give you a better opportunity to be considered for a scholarship.
  
3. **Q. What is included in the Student Profile?**
  - A. The Student Profile is composed of several sections including basic information, school information, academic information, supporting material, and activities, awards and employment. In order to have a fully complete Student Profile, you must complete each of the sections to the best of your ability. When each of the sections are complete, your Student Dashboard will show 100% by each section. It is **strongly recommended** that you attempt to fully complete each section in your Student Profile to reach 100%.
  
4. **Q. How long do I have to apply for the Elkhart Memorial Dollars for Scholars scholarships?**
  - A. You **MUST** “apply” between the designated dates. These dates can be found on the 1<sup>st</sup> page of the website by 11:59 pm. The process to apply for scholarships offered by Elkhart Memorial Dollars for Scholars involves two requirements: (1) a fully completed Student Profile with the Parent/Counselor/Recommender sections complete; and, (2) submitting your completed Student Profile for scholarships for which you are eligible, and for which you want to apply. Both of the requirements **must** be completed within the application period, so it is advisable that you begin your Student Profile before the scholarships open and even at the beginning of your senior year in high school.
  
5. **Q. When should I start working on my Student Profile?**
  - A. It is **highly recommended** that you start working on your Student Profile during the summer before your senior year in high school. The process to complete the Student Profile involves gathering a great amount of personal information, and may require your parents/counselor/recommender to provide information on your behalf. Therefore, it is recommended that you work to have your Student Profile fully complete, with the parent/counselor/recommender sections submitted as soon as possible.
  
6. **Q. Do I need to have a Social Security (SSN) card to apply?**
  - A. It is implied that you have to have a Social Security card, but it is not required. The SSN will not impact the selection process.

7. Q. Can I edit my Student Profile after I have completed it?
- A. Yes. You can edit or change your Student Profile at any time. In fact, it is encouraged to update your Student Profile each year you are in college as you may be eligible for national scholarships through the **FASTWEB** tab in your profile.
8. Q. Can I edit my Student Profile and responses to scholarship specific questions once I have submitted it to be considered for a specific scholarship?
- A. You can edit your Student Profile and your responses to any scholarships specific questions at any time before you hit the “apply” button. Once you submit your Student Profile and responses for that specific scholarship you **cannot** make any changes. Although you can edit your Student Profile and scholarship specific questions at any time before you hit “apply,” it is critical that you select “apply” for each scholarship specific award by the application deadline (see the 1st page of the website for the close date).
9. Q. Do I have to answer all of the questions on my Student Profile?
- A. No, but it is **highly** recommended that you complete all the questions to the best of your ability. The more fields that you complete, the more likely it is that you will qualify for multiple scholarships from Elkhart Memorial Dollars for Scholars and the national database.
10. Q. What do the stars next to certain questions on the Student Profile section mean?
- A. You must complete all the double starred (\*\*) items in order to submit the form and you must complete all the single starred (\*) items to move your progress towards 100%. It is highly recommended that you complete all single starred (\*) questions that you feel comfortable answering in order to ensure your Student Profile is fully complete and accurate.
11. Q. Do I have to finish the application all at once in one sitting?
- A. No. You can take as long as you like but you will have to log back in if you have been inactive for an extended period of time. Be sure you save your work along the way and have your Student Profile complete with the Transcript Information, and Recommendation sections submitted well in advance of the application deadline. After your Student Profile is complete, you will need to also complete any scholarship specific questions for which you are eligible and want to apply.

If you want to check your progress towards the completion of your Student Profile, you can click on “Back to Dashboard” at the top right of your screen to see the next section to work on, and those sections that are not 100% complete. You can also review the “My Information” section on the far left side of the page to see the sections of the Student Profile that are required. In order for your Student Profile to be fully complete.

12. Q. My Student Profile is 100% complete in all of the sections listed. What should I do next?
- A. Once your Student Profile shows that you are 100% complete in all of the required sections, you need to visit the “My Scholarships” section located at the bottom of the Student Dashboard page. You will then select “save & look for scholarships.” After selecting “save & look for scholarships” you will then press “search for scholarships” then “apply” for each scholarship you are eligible to apply for..

13. Q. I visited the “My Scholarships” section on the Dashboard and selected “search for scholarships” for which I qualify. Why am I asked the same questions multiple times? Do I need to answer all the questions again?
- A. Each individual scholarship offered by Elkhart Memorial Dollars for Scholars requires a separate answer to determine your eligibility for that scholarship. Although you will see the same question over and over, each question is being used to determine your eligibility for a separate scholarship. Answer the same questions the same way each time.
14. Q. I have selected “search for scholarships” once already. Should I continue to select it throughout the application process?
- A. Yes. By selecting “search for scholarships” you have the opportunity to re-review those scholarships that you have already qualified for, the ones you have already applied for, and new scholarships that you may want to consider. In addition, by selecting “search for scholarships” throughout the application process, the system will check to see if there are any new national scholarships that were recently posted.
15. Q. How long should my essays be?
- A. There are two essay questions and you should write a minimum of 300 words per essay. Be sure to address the specific question and not just write a generic response.
16. Q. When will I know if I have been selected to receive a scholarship?
- A. All recipients will be notified in May at the Senior Awards program. Your name will be announced and you will be given a Letter of Congratulations and a reminder to go into your profile and **accept** the scholarship you have been awarded. It is critical that you read and follow the directions included with your certificate that you will receive at the Senior Awards program in order to claim your scholarship.
17. Q. What do I need to do to claim my scholarship award?
- A. You will need to go into your profile and **accept** the scholarship you have been given by the deadline shown on your letter that you receive at the May Senior Awards program. You will also need to verify the school you will be attending. If you have not made up your mind as to the school you will be attending, please contact us at [Memorial.DFS@gmail.com](mailto:Memorial.DFS@gmail.com) to make other arrangements. Your scholarship is valid for your 1<sup>st</sup> year of post high school education. If you decide not to attend school in the fall after graduation, you have until August 15<sup>th</sup> to let us know your plans post graduation. EMHS Dollars for Scholars **highly recommends** you write a thank you note to the sponsor of your scholarship. The address of where it should be sent is in the Letter of Congratulations.
18. Q. I have read all of the information provided and I still need help. Who should I contact?
- A. The person you should contact is dependent on the type of question you have. Please refer to the contacts listed below:

Eligibility questions:

**CONTACT: Elkhart Memorial Dollars for Scholars**  
By Email – [Memorial.DFS@gmail.com](mailto:Memorial.DFS@gmail.com)

School specific questions:

**CONTACT: Your assigned school counselor**

Technical questions regarding the online Student Profile:

**CONTACT: Scholarship America**  
Use the grey “Support” button located on the bottom left side of the screen on our Elkhart Memorial Dollars for Scholars website.