Student Instructions for
Renewable (3 Year) Scholarship

We are pleased to again offer a three-year renewable need-based scholarship to be awarded in July, 2020 to a first-year student (college/university/technical school) for a total of $4500 awarded over three years in $1000, $1500, and $2000 increments.

To apply for the scholarship, begin by going to our website at willington.dollarsforscholars.org. The instructions for applying for this scholarship will be at the top of the home page under the "2020 Renewable Scholarship" heading.

NOTE: **BE SURE TO GET THE FIRST TWO REQUESTS (items 1 and 2 below) STARTED IMMEDIATELY**. **THIS INFORMATION MUST BE SUPPLIED BY THE OFFICES AT YOUR INSTITUTION AND MAY TAKE THEM A FEW WEEKS. WE MUST HAVE THE LETTER OF STANDING AND THE TRANSCRIPT BY OUR DEADLINE.**

1. Download the Request for Standing form:
- Download the **WSFDFS Request for Standing** from the website home page and complete the Candidate section.
- You will need to give the form to an appropriate official at your institution to complete and mail directly to WSFDFS – it must be postmarked by June 15.

2. Submit your official Transcript:
- Request for your official transcript for the complete 2018-2019 academic year to be uploaded by your institution.

3. Access or create your Student Profile:
- From the home page, click **Students and Parents**.
- Click **Login**.
- Access your profile. If you don't yet have one, create an account – Enter basic information and an email address where your login password will be sent and click "Submit." Use the emailed information to log in to the website to finish your profile.
- Click "Work on Profile" to access and update your profile.
- Respond to all the fields marked with an asterisk * and a double asterisk **
  - **Basic Info** – Fill in the required information**.** Click "Save and Continue."
  - **Additional** – Fill in the required information**.** Click "Save and Continue."
  - **Schools** – Fill in the required information**.** Click "Save and Continue."
  - **GPA** – Only the college GPA is required. This will be verified when we receive your transcript. Click "Save and Continue."
  - **Class Rank** – Answer "no"; click "Save and Continue."
  - **Test Scores** – We do not require ACT or SAT scores. Click "Save and Continue."
  - **Activities –** We do not require activities. Click "Save and Continue."
  - A**wards** – We do not require award information. Click "Save and Continue."
  - **Employment** – We do not require employment information. But including your work history may help establish your contributions responsibilities. Click "Save and Continue."
  - **Documents** – Upload your Student Aid Report (SAR) from FAFSA. "Save and Continue."
  - **Parent Guardian Info** –if you choose to include it, enter the information and click "Save and Continue." Otherwise, click "I choose not include my parental information," and then click "Save and Continue."
  - **Financial Information** – Enter the EFC number found on your FAFSA Student Aid Report; click "Save and Continue."
  - **Essays** – We don't require essays, but additional information is useful. Click "Save and Continue."
  - **Transcripts and References** – We do not require references. However, we do require you to have your institution upload your official transcript for the full 2018-2019 academic year, **no later than June 15**. Please email us at **willington@dollarsforscholars.org** with any questions or concerns. Click "Save and Look for Scholarships."

4. Apply for the WSF Dollars for Scholars Renewable Scholarship:
- Click either of the two "Submit" buttons.
- Click on "Verify Eligibility for All Scholarships."
- Answer the question about resident of Willington; click "Save." If you do not see this question, email us at **willington@dollarsforscholars.org**.
- The WSFDFS 2019 Renewable Scholarship will be displayed. Click "Questions". Type your answers in the text boxes.
- Click "Save."
- Click on "Submit App."
- If you are satisfied with your application, click "Confirm." A confirmation will be sent to your email.

Double check that you have ✓ **received your confirmation email;** ✓ **submitted your SAR; and** ✓ **had your institution upload your official transcript and mail your letter of standing to the WSFDSF, P.O. Box 194, Willington CT, 06279 by June 15th, 2020**