

SCHOLARSHIP APPLICATION INSTRUCTIONS

Liverpool Dollars for Scholars

DUE DATES

- **JAN 15, 2021** – First day to start profile applications
- **MAR 8, 2021 (MIDNIGHT)** – DEADLINE for applications

“APPLY TO ALL” BUTTON

- Use this button to **apply to the “ALL STUDENTS QUALIFY” section of the Scholarship Categories sheet**. Clicking this one button simultaneously submits for you applications to all scholarships that require no specific criteria.
- Do not close your browser until you receive on screen acknowledgement that the application process is complete.

IMPORTANT

- **FINANCIAL INFO:** Financial information is not required. You can skip any section asking for financial info.
- **MULTIPLE MAJORS:** List, in priority order, multiple majors or areas of interest.
- **SCHOLARSHIP LIST:** Arranged by category to save you time and assist you with the application process, scholarships are organized by scholarship criteria and areas of student interest.
- **WHEN APPLYING:** Click APPLY/SUBMIT BUTTON for EVERY application. APPLY for EACH scholarship to which the system matches you.

For more info, go to WWW.LIVERPOOLDfs.ORG

TO START YOUR PROFILE

- Go to www.liverpooldfs.org and click on the **STUDENTS & PARENTS** tab (top of page)
- Click on **CLICK TO LOGIN** button.

CREATE AN ACCOUNT

- Go to “Don’t have an account yet? Create one here.”
- Type Liverpool High School, Liverpool, **NEW YORK** in the high school boxes.
- Under Records, **click Liverpool, NEW YORK** (NOT Liverpool, Ohio).
- Basic Information page will appear; please complete all boxes that apply.
- Click **SUBMIT** button (bottom of page).
- **Check your email for a temporary password** so you can login. (This may take a few minutes.)
- You will be asked to create your own password, and then confirm it.

WORK on YOUR PROFILE

- The **Work on Profile** page appears. This is where you will provide basic information, transcript information, indicate parental consent (which is required if you are a minor), search for scholarships, and accept your scholarship, if you receive one.

BASIC INFO/ADDTL INFO PAGE -

- Some scholarships are gender or ethnic specific, designed for descendants of veterans, or have other specific criteria. Make sure you **check all boxes that apply** to you. This will help you to qualify for as many scholarships as possible.

SCHOOLS PAGE

- Make sure you enter **2021** as the Year Graduated/Expected Graduation from High School.
- Make sure you select **Senior in High School** as your Current Grade Level. Do this even if you are graduating early.
- The **COLLEGE INFORMATION** section of this page is very important. We recommend that you list several **MAJORS**, in priority order, and that you do **NOT click the UNDECIDED box or leave the major box(es) blank**.
- Complete the section that asks for your **application status**.

GPA PAGE

- **GPA INFO AVAILABLE** - Select, “I have high school **GPA information only.**”
- **MY SCHOOL WEIGHTED GPAs** - Skip this box and leave it blank
- **USE SAME GPA SCALE FOR ALL** - Click this box. (LHS does use the same GPA scale for all levels.)
- **GPA SCALE** - Select **100** on the pull-down menu.
- **GRADE 9, 10, 11, 12 GPA BOXES** - Skip these boxes and leave them blank
- **CUMULATIVE H.S. GPA** - Type **CUMULATIVE UNWEIGHTED GPA** here. (This info is on top of your transcript.)
- **CUMULATIVE H.S. GPA SCALE** - Select **100** on the pull-down menu.

CLASS RANK PAGE

- Select **NO** on pull-down menu (LHS no longer ranks students by GPA)

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TEST SCORES PAGE

- Click either **ENTER TEST INFORMATION** or **DON'T HAVE SCORES**.
- **ENTER ALL TEST SCORES** (PSAT, SAT, ACT, AP, etc.), if applicable.
- Use the pull-down menu each time you wish to enter another test/score.
- Click **"I HAVE ENTERED ALL MY SCORES"** when done.

ACTIVITIES

- | | |
|----------------------------------|---|
| • <i>ACTIVITIES</i> | - Click either ENTER ACTIVITY INFORMATION or DO NOT HAVE ACTIVITIES |
| • <i>ACTIVITY NAME</i> | - Include ALL ACTIVITIES , where applicable. |
| • <i>ACTIVITY TYPE</i> | - Use SELECT pull down menu to IDENTIFY THE CATEGORY for each activity. |
| • <i># YEARS OF ACTIVITY</i> | - Indicate number of HIGH SCHOOL YEARS of activity. |
| • <i>ACTIVITY HOURS</i> | - Enter # OF HOURS for each activity listed. |
| • <i>DESCRIPTION/ORG/ADDRESS</i> | - Complete and then click on "I HAVE ENTERED ALL MY ACTIVITIES" when done. |
| • <i>CURRENT ACTIVITY</i> | - Check Yes ONLY if you currently are involved in this activity. |
| • <i>START DATE/END DATE</i> | - Enter the (approximate) start and end dates for each activity. No end date is required if activity is still current/active. |

AWARDS, HONORS, OFFICES

- Click either **ENTER AWARDS INFORMATION** or **DO NOT HAVE AWARDS**.
- Include **ALL** your **AWARDS, HONORS, and OFFICES**, if applicable.
- Click on **I HAVE ENTERED ALL MY AWARDS"** when done.

EMPLOYMENT PAGE

- Click either **ENTER EMPLOYMENT INFO** or **DO NOT HAVE EMPLOYMENT**.

FINANCIAL INFORMATION PAGE:

- All students should click **"I DO NOT WISH TO INCLUDE FINANCIAL INFO**. Liverpool Dollars for Scholars **does not require or use financial info**.

ESSAYS PAGE

- The essays on this page are **OPTIONAL**, but we recommend you complete the Goals & Aspirations essay and the Extenuating Circumstances essay. (There is no minimum word requirement and they are not scored.)
- Your essay responses may be copied, pasted, and used for your scholarship applications where appropriate.

TRANSCRIPT REQUEST PAGE

Click on **ADD SCHOOL OFFICIAL INFORMATION EXACTLY AS SHOWN BELOW** -

- | | |
|--------------------------------------|--|
| • <i>School Official, FIRST NAME</i> | - GUIDANCE (DO NOT write <u>YOUR</u> counselor's first name here.) |
| • <i>School Official, LAST NAME</i> | - DEPARTMENT (DO NOT enter <u>YOUR</u> counselor's last name here.) |
| • <i>School Official, EMAIL</i> | - lhsguidance@liverpool.k12.ny.us (DO NOT enter <u>YOUR</u> counselor's email.) |
| • <i>School Official PHONE #</i> | - (315) 453-1500 |
| • <i>References/Transcript</i> | - Make sure you click on SAVE AND REQUEST TRANSCRIPT button. |

MY SCHOLARSHIPS PAGE

- Click on **SAVE and SEARCH for SCHOLARSHIPS**. An **AFFILIATE CUSTOM ELIGIBILITY** question box may appear. Click no.
- Click on the **Program Custom Eligibility** button. A list of **YES/NO QUESTIONS** will appear on your screen. Answer all of them, then click **SUBMIT**.
- **IGNORE** the statement in red about missing financial information. We do not gather financial information for our scholarships.
- You will be presented with a list of scholarships that match your qualifications and interests. Click on **one SCHOLARSHIP** at a time, respond to the questions, then **click the red APPLY button to submit your completed application** when you are done. You may go back and work on scholarships, or make changes to scholarships, at any time **PRIOR** to clicking the **APPLY** button. **However, once you hit APPLY, no changes to that scholarship can be made.**
- After you click an apply button, **do not close your browser until you receive an on-screen confirmation**.
- To apply for multiple scholarships simultaneously, click the **"Apply to All Scholarships Without Additional Questions"** button.

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FREQUENTLY ASKED QUESTIONS

Question: Where do I start? For which scholarships should I apply?

Answer: First, apply for all the “**ALL STUDENTS QUALIFY FOR THIS GROUP.**” (Just click on the **SUBMIT ALL** button on the My Scholarships tab.) Then, check this year’s Scholarship List (attached), review the scholarships by category (this will save you time), and apply for only those scholarships that pertain to you.

Question: Do I have to complete my entire student profile before applying for scholarships?

Answer: No, you do not.
However, the more information you provide, the better chance you have of receiving a scholarship. Make sure you are especially thorough providing info about your clubs, activities, sports, work history, community service, leadership positions, etc., as this info will match you to criteria specific scholarships & generate points that may help you in the selection process.

Question: Do I have to write a response to the Extenuating Circumstances and Goals & Aspirations essays?

Answer: No, you do not.
We do, however recommend you complete these essays, as they sometimes assist the Selection Committee in getting to know more about you as an applicant.

Question: Do I have to provide financial information?

Answer: No, you do not.
Liverpool Dollars for Scholars does not use financial information as part of its process. You may ignore any pop-ups or statements requesting your financial information.

Question: I am not sure yet of my major and/or know which school I will be attending. Can I still apply?

Answer: Yes, you can . . . and you should.
Some students already know their intended majors. Others, however, may be less certain. If you are the latter, you should still complete your application, but based on what you hope to do. We recommend that you include possible majors and careers you are considering. We also recommend that you do NOT leave the majors boxes blank or check the Undecided box.

Question: Can I make changes on my application?

Answer: Yes, you can make as many changes as you want prior to clicking the APPLY button.
However, once you click APPLY for a scholarship changes no longer can be made to that particular scholarship.

Question: Can I copy and paste responses for scholarships with similar questions or criteria?

Answer: Absolutely! We encourage you to do so.
Many scholarships have similar requirements. Writing an original response that can be copied, pasted and used appropriately for multiple scholarships can be a great time saver. (Ex. info about your school/community service.)

Question: Do I really have a chance of receiving a scholarship?

Answer: You have a very good chance of getting a scholarship.
Approximately 95% of all LHS applicants received scholarships last year or were awarded alternate status – and in recent years, almost all of our alternates also received scholarships.

THOUGH THE PROCESS IS SIMPLE, IT CAN BE TIME CONSUMING
TRY NOT TO PROCRASTINATE

APPLICATIONS ARE **DUE TO BY MIDNIGHT ON MARCH 8, 2021**