Detroit Regional
Dollars for SCHOLARS®
A Program of Scholarship America®

Scholarship Application Guide

Completing and Applying for Scholarships

There are three steps in the application process:

Step 1. Set up your initial profile account

Step 2. Complete your Profile

Step 3. Apply for Scholarships when they open on January 1.

The deadline to apply is January 31 at 11:59pm.

Step 1. Directions for Starting a Student Profile

- Go to www.drdfs.org
- Click on the grey “Student & Parents” tab near the top right hand corner. Click the maroon button that says “Click Here to Login”
- To create a new account, click “Don’t have an account yet? Create one here.” on the student center login page MAKE SURE YOU USE A VALID EMAIL ACCOUNT THAT YOU CHECK OFTEN. DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS. You can set up a free email through vendors such as gmail or yahoo mail. Important announcements, reminders and deadlines will be sent to this email account.
- The first box will ask for your high school. Enter your high school name in box and you will see the high school appear below. Click “Choose This School”.
- You will then fill out your basic information. Anything with a double asterisk (**) is required to complete the profile. Hint: When selecting your school district, click inside circle to select.
- Make sure your address, phone number and email address are accurate.
- Make sure your graduation year says “2018”.
- Make sure to check the box authorizing your understanding of how your data will be used.
- Click Submit.
- You will then be sent a message to your email inbox with your temporary password. Open your email to retrieve your password. If you don’t see the email, check your spam or junk mail folder. If you don’t receive the temporary password email, click gray support tab in the bottom left hand corner of the login screen OR call 877-900-8201 for assistance.
- Go to public.dollarsforscholars.org and log on with your email address and your temporary password.
- You will then be asked to set your password to something you will remember for future reference. Keep this in a handy place. You will need to log back into your account several times during the application process.

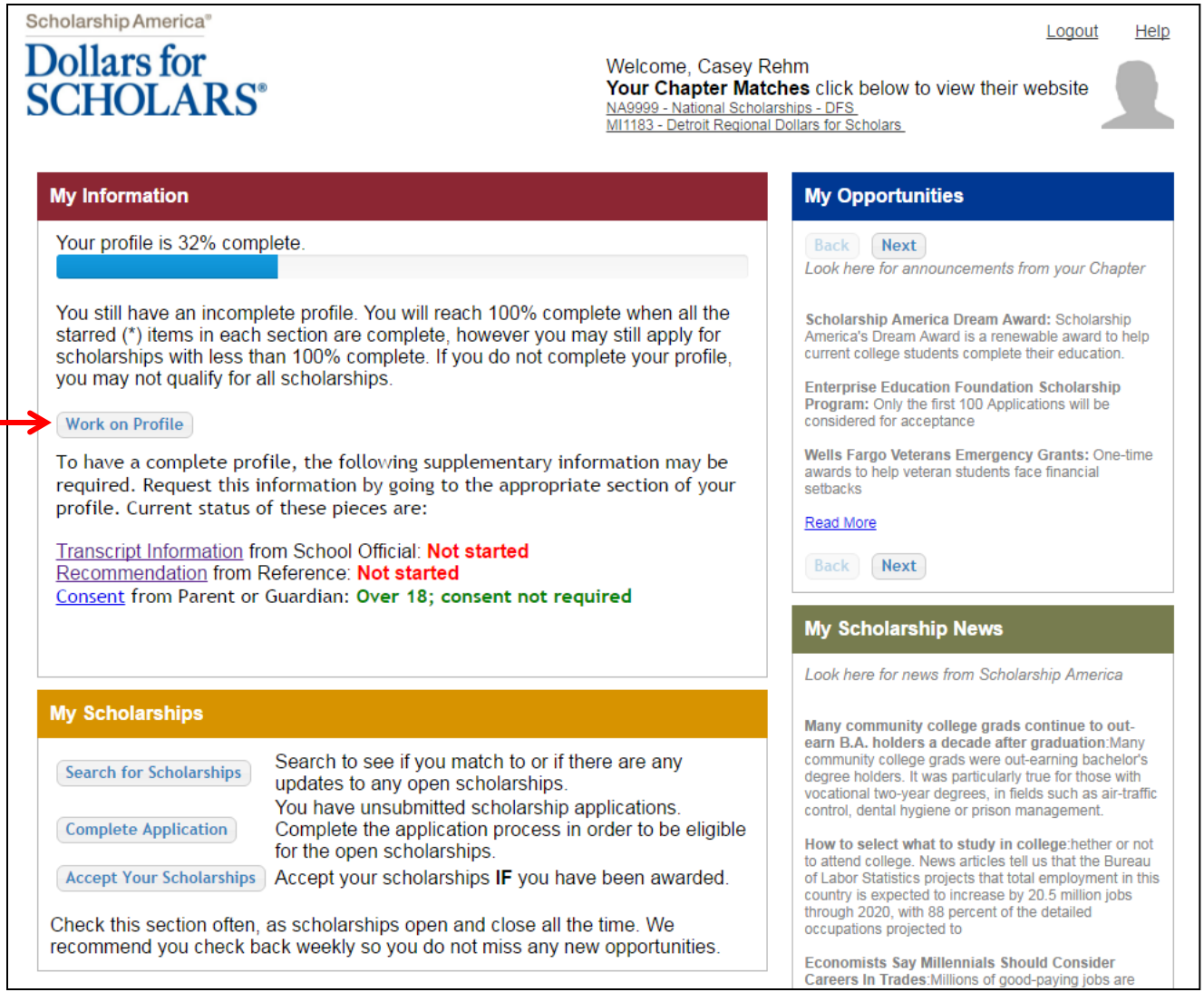
Step 2. Directions for Starting a Student Profile

- After you log on with your email and new password, you will see the Dashboard page. The Dashboard is your summary of the information you have entered. This is your home page.

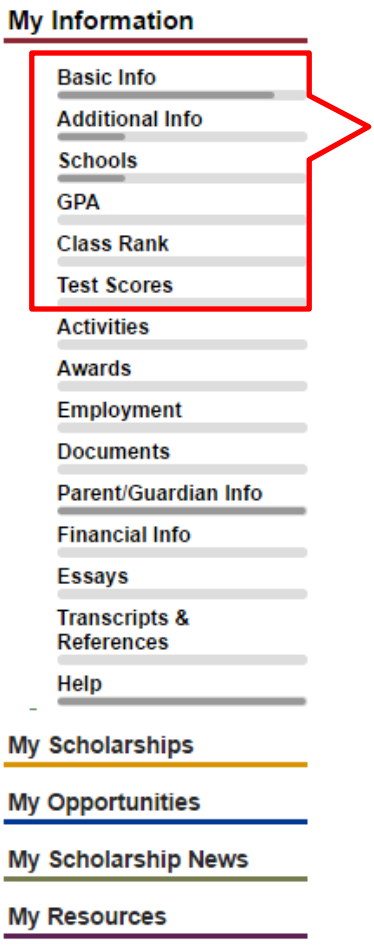
- Your next task is to work on completing your student profile. Under the My Information bar: you will see a “Click Here” button to work on your profile. Click this button to begin.

- There are several sections to the profile. You can “save and continue” as you go and you can save and come back to at a later time to complete your profile. Save and continue will bring you to the next section OR you can click to the left side menu to skip ahead to the parts of the profile.

Click “Work on Profile” to get started!



Profile Sections to Complete



The next 4 pages are dedicated to helping you complete all profile sections required to qualify for a scholarship from Detroit Regional Dollars for Scholars.

ALL PROFILES MUST BE SUBMITTED BY JANUARY 31 AT 11:59PM. The system will not allow you to apply after this time, so plan accordingly.

- Basic Info: any field that has a **

- Additional Info: Demographics: any field that has a **
- Additional Info: Other Information: Not required, you can leave it blank

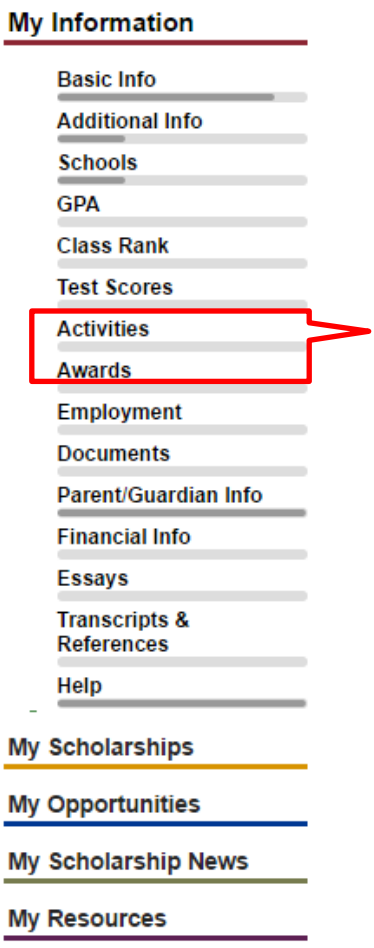
- Schools: Grade Level: any field that has a **
- Schools: High School Information: any field that has a **
- Schools: College Information: Intended College 1; Intended College App Status 1; What type of post-secondary institution (if any) are you attending/plan to attend?; Intended/Current College Major 1; Student will be enrolled

- GPA: any field that has a **. For GPA, Enter your grade 12 GPA **after first semester of your Senior Year** as well as your cumulative GPA; For GPA scale, enter 4.

- Class Rank: answer “yes” to “does your high school rank students?”. Answer “other” for “what system does your school use?” If you know it, enter your class rank and class size

- Test Scores: click the green plus (+) sign to add in your SAT test score

Profile Sections to Complete



- **Activities:** when you get to the Activities section, it is very important you be as specific as you are able. Each of these should include all school and non-school related extra curricular activities. Each activity should be entered separately. For number of years, it should be 9th grade or later.

  Click the green plus (+) sign at the top to indicate you have activities to enter or click "I don't have any activities to enter" if you don't have any activities.

  Here are some tips:

  - For Awards, Honors, Offices include things such as section or state qualifier honors, special awards or recognitions, captain, offices such as President, Treasurer, held etc. Keep clicking green plus to add in Awards, Honors or Offices. For example, if you were a section qualifier in swimming from 9-12 grade, you would have four entries under awards, honors, activities.

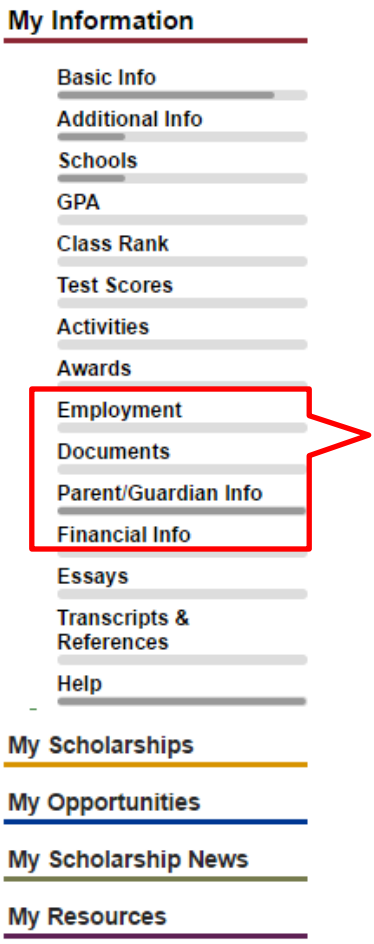
  - For Community Service, this is anything you did in the community for which you were not paid or compensated. It was a volunteer position. Remember to list each service opportunity separately to maximize your point scoring.

  - Once you have entered an activity, click Save and Add Another activity until you have completed all your activities. When completely done with all activities, click Save.

- **Awards:** this section records all financial and academic/merit awards NOT tied to a specific activity that were received from 9th grade or later. For example, making the Dean's list/Honor Roll, winning other financial scholarships or monetary money.

  Click the green plus (+) sign at the top to indicate you have awards to enter or click "I don't have any activities to enter" if you don't have any activities.

Profile Sections to Complete



- Employment: this section records any employment you held from 9th grade or later. Click the green plus (+) sign at the top to indicate you have employment to enter or click "I don't have any activities to enter" if you don't have any activities.

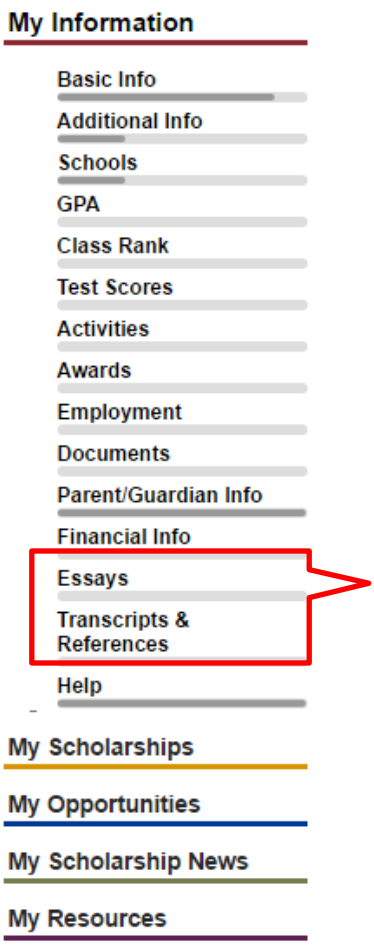
- Documents: this is where you will upload your headshot photo, a copy of your FAFSA student aid report and a copy of your college acceptance letter or semester course schedule. Click the green plus (+) sign at the top to upload a new document.

- Parent/Guardian Info: If you are under the age of 18, you will be required to enter your parent's information. They will then be sent an email asking for consent for you to apply for a scholarship.

  If your parent doesn't not have access to a computer or email account, arrangements can be made for him/her to consent in another way. Please contact your high school leader if you are in this situation.

- Financial Info: this is where you must enter your EFC (estimated family contribution). This number is found on the SAR (student aid report) you received after completing the FAFSA (free application for federal student aid).

Profile Sections to Complete



Students must complete both required essays, writing a minimum of five (5) sentences and a maximum of twenty-five (25) sentences for EACH essay.

- Essays: Goals and Aspirations Essay: respond with at least 5 sentences but no more than 25 sentences describing your plans as they relate to your educational and career objectives and future goals. Be as specific as you can in stating your goals and put some time and effort into a well thought out essay.
- Essays: Unusual Circumstances Essay: respond with at least 5 sentences but no more than 25 sentences describing how and when any unusual family or personal circumstances affected your achievement in school, work experience, or your participation in school and community activities. Examples of circumstances include a health issue, an extreme family situation (job loss, homeless, death in family),

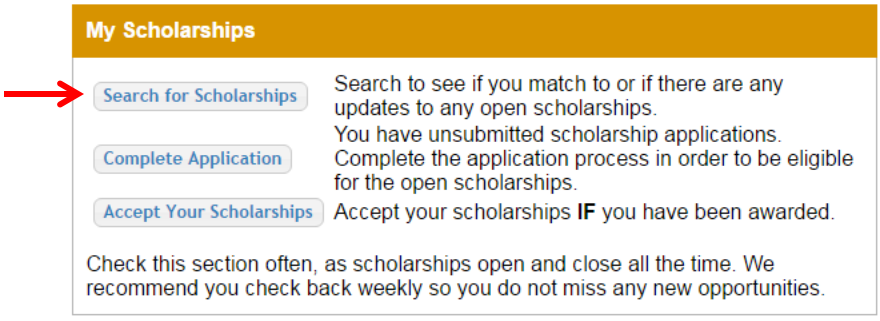
Your should notify your counselor and reference that you have requested their help at least two weeks before the January 31 to allow time for them to fulfill the requirements!

- References/Transcripts: Transcript Request: click green plus (+) sign that says “add counselor/registrar information”. Add the name and contact information for your high school counselor.
- References/Transcripts: Reference Request: click green plus (+) sign that says “add reference information”. Add the name and contact information for one reference. Your reference will be sent an email with an online form to complete their recommendation

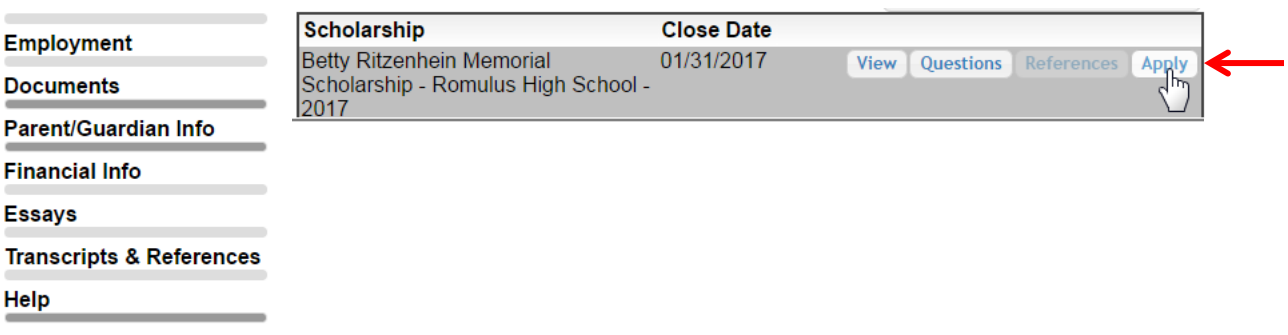
Step 3. Applying for Scholarships

- Applications for our scholarships will open on January 1, 2018. You will not match to any scholarships before that date. After January 1, log on to your student profile.

- On your dashboard page, look under the Yellow bar: My Scholarships. After January 1, click the button "Search for Scholarships". If you matched to any Dollars for Scholars Scholarships, they will appear.



- You can click to Apply for the scholarship and this will submit your information. You should only click Apply when all of the requirements are complete. Once you Apply, your profile cannot be changed.



- **ALL PROFILES MUST BE SUBMITTED BY JANUARY 31 AT 11:59PM.** The system will not allow you to apply after this time, so plan accordingly.

- You will need to log back into your account several times during the application process.