**ONLINE APPLICATION**

**FREQUENTLY ASKED QUESTIONS & ANSWERS**

**MY INFORMATION SECTION**

1. **STUDENT DASHBOARD: Click on the green “Help” tab at the bottom left for answers to frequently asked Questions.**
2. **Click online  button to ask questions or get technical assistance.**
3. **BASIC INFO: Bedford/Hanscom residents, your County is Middlesex and your School District is Bedford.**
4. **REFERENCES/TRANSCRIPT: BHS students MUST request their Transcript and Teacher Recommendations from the BHS Guidance Office by entering:**
	* **School Official First & Last Name: Meredith Tobe**
	* **BHS Guidance phone number: 781-275-1700**
	* **Email address: meredith\_tobe@bedfordps.org**

**(do NOT enter your teacher or counselor’s email address)**

1. **MY SCHOLARSHIP SECTION: After completing your profile, begin your scholarship search here. If any scholarships you match to contain any custom eligibility questions, you will be prompted to answer them here. YOU MUST CLICK THE “SUBMIT APP” BUTTON TO BE CONSIDERED FOR SCHOLARSHIPS!**
2. **SCHOOLS SECTION: If undecided about your major, it’s OK to enter “Undecided” as your “Intended /Current Major 1” but we HIGHLY recommend you enter a major you are considering, so we can match you to scholarships pertaining to your interests.**
3. **GPA: Select “I have high school GPA information only” and ONLY enter your cumulative high school GPA (unweighted, on a 4.0 scale).**
4. **TEST SCORES: Enter scores of any ACT, SAT, or AP tests you have taken.**
5. **ACTIVITIES: List all of your extracurricular activities, including volunteer work.**
6. **AWARDS: List any financial, academic, or monetary awards received.**
7. **EMPLOYMENT: List all paid work during the past 4 years, including any summer work, one-time jobs, or part-time work.**
8. **DOCUMENTS: This is an OPTIONAL area to upload additional reference letters (eg. clergy, employer) or a resume. BHS students see References/Transcript instructions in item #4.**
9. **FINANCIAL INFO: CSF Bedford Dollars for Scholars uses EFC for our need based scholarships. Your EFC number is found on the SAR you received after completing the FAFSA. We also request that your parent fill out a financial form for our needs based scholarships. Enter your parent contact information and your parent will receive an email with further instructions.**
10. **ESSAYS: This is your opportunity to let us know about you as a person. Tell us about your educational and career objectives and future goals. Many students use excerpts from college application essays.**
11. **UNUSUAL CIRCUMSTANCES ESSAY: Provide details on any adversity you or your family has had, or provide additional information detailing special experiences/circumstances that you want to share.**

**IMPORTANT FINAL STEP:**

**You must mail the “College Attendance Form” (available in BHS Counseling Department or download from our Website) by May 4th to:**

**CSF Selections Committee/CSF of Bedford Dollars for Scholars**

**P.O. Box 585**

**Bedford, MA 01730**

**Need Help?**

**Email us at** [**bedfordma@dollarsforscholars.org**](file:///C%3A%5CUsers%5Crickmanheyl%5CDocuments%5CCSF%20Bedford%5C2016%5CStudent%20Forms%5Cbedfordma%40dollarsforscholars.org)