

LIVERPOOL DOLLARS for SCHOLARS/ SCHOLARSHIP APPLICATION INSTRUCTIONS

DUE DATES

- **DEC. 15, 2023** – First day to start applications
- **MAR. 6, 2024 (11:59 PM)** – DEADLINE for all applications

“APPLY TO ALL” BUTTON

- Use this button to “**apply to all scholarships with a red apply button**” in the Eligibility section of the student profile. **These DO NOT require an individual response to a question. Clicking this one button will automatically AND simultaneously submit your applications to all scholarships that have no specific requirements.**
- Click submit, and you will be asked for your Electronic Signature. Once you do that, click submit again.
- You will receive an individual email confirmation for each scholarship application that you submit.

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. REVIEW THIS LIST BEFORE YOU START YOUR APPLICATION PROCESS!!!**
- WHEN APPLYING: Click the RED APPLY BUTTON for **EVERY** scholarship to which the system matches you. Make sure you submit your Electronic Signature for each application.

For more info, go to WWW.LIVERPOOLDfs.ORG

MY DASHBOARD

- Periodically check your dashboard to **see what you are missing** or if new scholarships have been added to your list. Note: **You can still submit applications if your dashboard is not complete/less than 100%.**
- **YOUR GOAL IS TO MAKE YOUR PROFILE AS COMPLETE AS POSSIBLE. THE MORE YOU COMPLETE YOUR PROFILE, THE MORE SCHOLARSHIPS WILL MATCH UP TO YOU.**

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.”
- If possible, **do NOT use your school email account** because you lose your access to it once you graduate.
- 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.

BASIC INFO PAGES (*Completing 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 younger than 16 years old), help you complete your scholarship applications, and accept your scholarship, if you receive one.
- Some scholarships are gender 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. **The more info you complete**, the better your chance to receive a scholarship.

SCHOOLS PAGE

- Enter **2024** as the Year Graduated/Expected Graduation from High School. **This also applies to January grads.**
- 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 leave any major box(es) blank.**

GPA PAGE

- **GPA INFO AVAILABLE** - Select, “I have high school **GPA information only.**”
- **MY SCHOOL WEIGHTED GPA** - 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.

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CLASS RANK PAGE & TEST SCORES PAGE

- This information is **no longer used**, so do not enter it. Click "SAVE and CONTINUE" button on both pages.

ACTIVITIES – COMPLETE ALL INFO THAT APPLIES TO YOU **TO INCREASE YOUR CHANCE FOR A SCHOLARSHIP**

- **ACTIVITIES** - Click either **ENTER ACTIVITY INFORMATION** or **DO NOT HAVE ACTIVITIES**
- **ACTIVITY NAME** - Include **ALL ACTIVITIES** in grades 9-12, if applicable.
- **ACTIVITY TYPE** - Use SELECT pull down menu to **IDENTIFY THE CATEGORY** for each activity.
- **# YEARS OF ACTIVITY** - Indicate number of **HIGH SCHOOL YEARS** of activity.
- **ACTIVITY HOURS** - Enter approximate **# OF HOURS** for each activity listed.
- **DESCRIPTION/ORG/ADDRESS** - Briefly respond and then click "**I HAVE ENTERED ALL MY ACTIVITIES**" when done
- **CURRENT ACTIVITY** - Check **Yes ONLY** if you currently are involved in this activity.
- **START DATE** - Enter the (approximate) start date for each activity

AWARDS, HONORS, OFFICES - COMPLETE ALL INFO THAT APPLIES TO YOU **TO INCREASE YOUR CHANCE FOR A SCHOLARSHIP**

- Click either **ENTER AWARDS INFORMATION** or **DO NOT HAVE AWARDS**.
- Include **ALL** your **AWARDS, HONORS, and OFFICES** for grades 9-12, if applicable.

EMPLOYMENT PAGE - COMPLETE ALL INFO THAT APPLIES TO YOU **TO INCREASE YOUR CHANCE FOR A SCHOLARSHIP**

- Click either **ENTER EMPLOYMENT INFO** or **DO NOT HAVE EMPLOYMENT**.
- Enter employment info, if applicable.

PARENT/GUARDIAN PAGE/FINANCIAL INFORMATION PAGE/REFERENCES PAGE

- The information on these pages is **not** used by Dollars for Scholars. Just click "SAVE and CONTINUE" for each of these.
- Exception - Parent/Guardian information and consent are **only required if you are younger than 16 years old**.

ESSAYS PAGE

- The Goals & Aspirations & Extenuating Circumstances essays are **optional**, but **HIGHLY RECOMMENDED**. There are no minimum # of word requirements. Responses may be copied, pasted, and used for other scholarships where appropriate.

TRANSCRIPT REQUEST PAGE

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

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

MY SCHOLARSHIPS PAGE (*Custom Eligibility*)

- **Click on Custom Eligibility button.** A list of **YES/NO QUESTIONS** will appear on your screen.
- Answer all of them, then click **SUBMIT**.
- You will be presented with a list of scholarships that match your qualifications and interests.
- Click on "**Apply to all scholarships with red APPLY button**" located at the top of the page. The system will automatically submit your applications for all scholarships that are open to all students.
- If the word "**QUESTION**" appears in red for any of the scholarships you are interested in, click and respond. **Then click APPLY.** Provide your **electronic signature** when requested and "SUBMIT." You will be asked to do this every time you apply for a scholarship. **MAKE SURE YOU WAIT FOR YOUR SIGNATURE TO FINISH PROCESSING BEFORE MOVING ON or your application for that scholarship will be lost.**
- You can also click on each **SCHOLARSHIP** individually, respond, then **click the red APPLY button next to each.**
- You will receive a **separate confirmation email** for each scholarship for which you successfully apply. If you do not, go back to the missing scholarship(s) and re-apply.
- Click on "**Verify Eligibility for All Scholarships**" (button at top of page) to make sure you have completed all sections.

Click the "**Work on Profile**" button, if needed.

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FREQUENTLY ASKED QUESTIONS

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

Answer: First, check this year's List of Scholarships (separate attachment). Review all scholarships in each category, and apply for those scholarships that interest you or match your qualifications. Taking a few minutes to do this first will save you a great deal of time later.

Then, click on "**APPLY to ALL SCHOLARSHIPS WITH A RED BUTTON**" on the ELIGIBILITY tab. This one click will automatically apply you for all the red button scholarships simultaneously. (Those are the scholarships with no specific criteria.)

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. in grades 9-12 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 – but it is HIGHLY RECOMMENDED.

We do, however strongly encourage you to complete these essays, as they sometimes assist the Selection Committee in making decisions for specific scholarships.

Question: Do I have to provide financial information, test scores, or class rank?

Answer: No, you do not.

Liverpool Dollars for Scholars does not use this information as part of its process. Please 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", edits may be limited.

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.

More than 90% of all LHS applicants receive scholarships or are awarded alternate status. In recent years, many of our alternates also received scholarships.

THOUGH THE PROCESS IS SIMPLE, IT CAN BE TIME CONSUMING
SO PLEASE DON'T PROCRASTINATE

DEADLINE - 11:59 PM ON MARCH 6, 2024