



# Scholarship Application User Guide

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These instructions will help you navigate the entire scholarship process. It is imperative that you read them in their entirety before you start or submit the Application.

All applications must be completed by **11:59 p.m. on April 15, 2016** to be considered for Fall semester 2016 awards. You will not be able to change responses or upload additional information after this deadline.

## 1. Who is Eligible for Ridgewater College Scholarships?

Ridgewater College students who:

- i. Have completed the Admissions process for Ridgewater College;
- ii. Are enrolled next semester in a minimum of 6 credits
- iii. Are in good academic standing (cumulative GPA 2.0 or higher, 67% completion rate of credit load, and is not on academic warning, suspension or probation)
- iv. Are not a Post-Secondary Enrollment Option (PSEO) student for the next semester

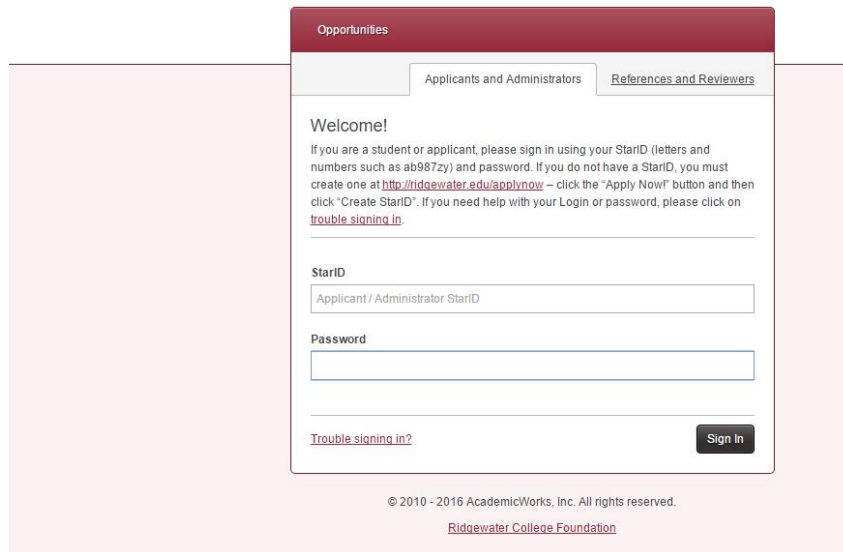
## 2. Items needed to start a scholarship application

- An authenticated Star ID and password for Ridgewater College (issued after completing Application for Admissions)
- Cumulative High School/ College GPA
- Email address of a person (or persons) who will provide a Letter of Recommendation

## 3. Fill Out General Application

Once you are admitted as a student to Ridgewater, you may apply for scholarships.

- a. Go to [www.ridgewater.edu/scholarships](http://www.ridgewater.edu/scholarships) to access the Ridgewater College Foundation online scholarship application.



Opportunities

Applicants and Administrators    References and Reviewers

Welcome!

If you are a student or applicant, please sign in using your StarID (letters and numbers such as ab987zy) and password. If you do not have a StarID, you must create one at <http://www.ridgewater.edu/applynow> – click the "Apply Now!" button and then click "Create StarID". If you need help with your Login or password, please click on [trouble signing in](#).

StarID

Applicant / Administrator StarID

Password

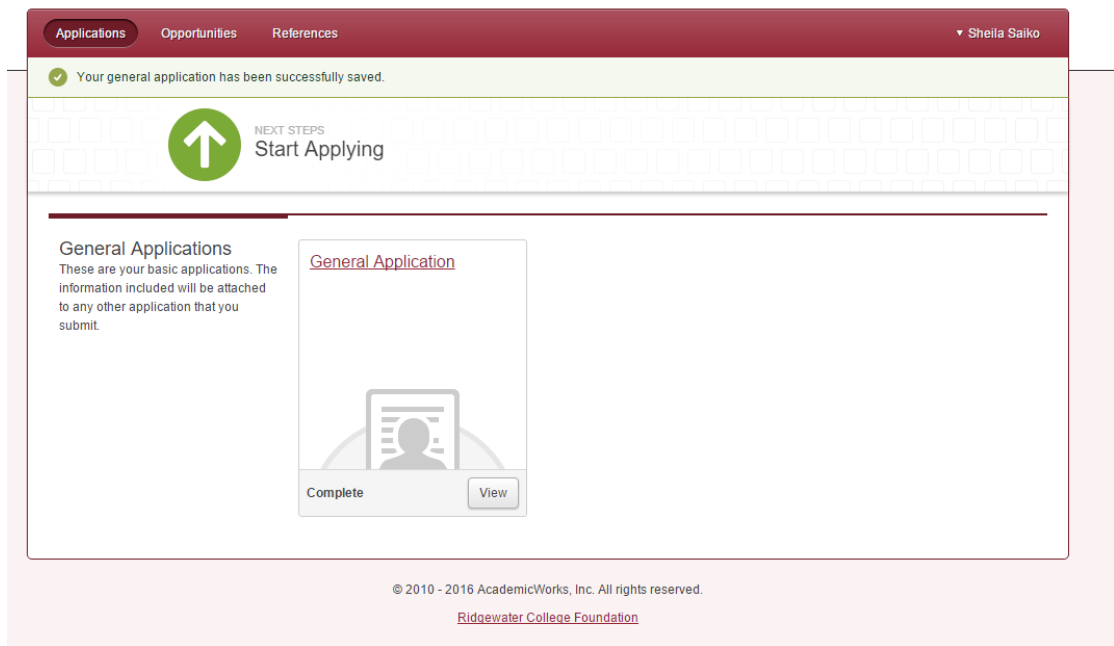
[Trouble signing in?](#)    **Sign In**

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[Ridgewater College Foundation](#)

- b. Enter your **StarID** (username) and password to sign in.  
**Note:** You must complete an application for admission to Ridgewater College to obtain an authenticated StarID (<http://www.ridgewater.edu/applynow>)
- c. When you first login, you'll be directed to the General Application. Complete all of the fields under the **Profile Information** link
- d. The Ridgewater College Foundation asks for you to provide information that is considered private and/or confidential under state and federal laws. The Foundation is asking for this information in order to consider and process your scholarship application. You are not legally required to provide the information being requested, however, the Foundation may not be able to effectively process your application with out.
- e. You may work on your application over time. Be sure to click the **"Save and Keep Editing"** button at the bottom of the page each time you exit to save your work in process.
- f. When your application is complete, click the **Finish and Continue** button at the bottom of the page to submit your General Application.

#### 4. Check for Additional Recommended Opportunities

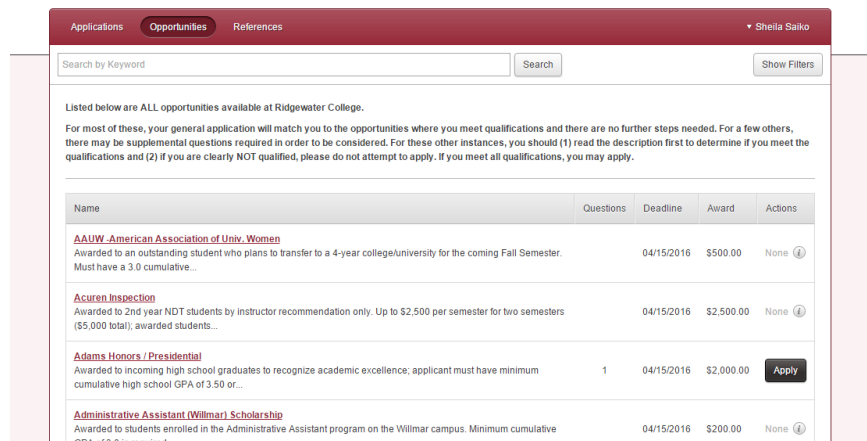
- a. Once you have completed and submitted the general application, you will land on this page.



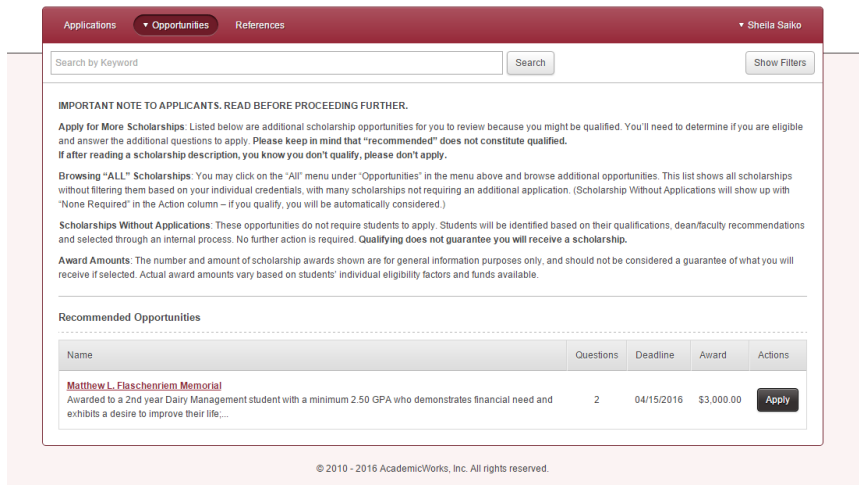
b. **This Start Applying button is somewhat misleading!** By submitting your General Application, you have already applied and the system has already auto-matched you to the scholarships it determined you qualified for but you won't be shown which ones.

c. The green **Start Applying** button will take you to one of 2 places:

(1) to the All Opportunities page, if there is nothing more for you to do and your application is complete, pending any outstanding recommendations; or



(2) to the Recommended Opportunities page IF there are additional opportunities for which you may qualify. There is additional information required to be considered for these; your Recommended Opportunities screen will look something like this:



Applications Opportunities References Sheila Saiko

Search by Keyword Search Show Filters

**IMPORTANT NOTE TO APPLICANTS. READ BEFORE PROCEEDING FURTHER.**

**Apply for More Scholarships.** Listed below are additional scholarship opportunities for you to review because you might be qualified. You'll need to determine if you are eligible and answer the additional questions to apply. Please keep in mind that "recommended" does not constitute qualified. If after reading a scholarship description, you know you don't qualify, please don't apply.

**Browsing "ALL" Scholarships.** You may click on the "All" menu under "Opportunities" in the menu above and browse additional opportunities. This list shows all scholarships without filtering them based on your individual credentials, with many scholarships not requiring an additional application. (Scholarship Without Applications will show up with "None Required" in the Action column – if you qualify, you will be automatically considered.)

**Scholarships Without Applications:** These opportunities do not require students to apply. Students will be identified based on their qualifications, dean/faculty recommendations and selected through an internal process. No further action is required. **Qualifying does not guarantee you will receive a scholarship.**

**Award Amounts:** The number and amount of scholarship awards shown are for general information purposes only, and should not be considered a guarantee of what you will receive if selected. Actual award amounts vary based on students' individual eligibility factors and funds available.

**Recommended Opportunities**

Name	Questions	Deadline	Award	Actions
<b>Matthew L. Flascheniem Memorial</b> Awarded to a 2nd year Dairy Management student with a minimum 2.50 GPA who demonstrates financial need and exhibits a desire to improve their life...	2	04/15/2016	\$3,000.00	Apply

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- d. Next to each recommended opportunity, read the description and then click **Apply** button to review additional criteria and questions. If you are qualified, answer questions specific to each recommended opportunity, then click **Finish and Submit**.



Before submitting your application: Be sure to answer all questions carefully and thoroughly. Your answers will determine your eligibility for Ridgewater College Foundation's scholarships. Also, check for proper spelling, punctuation, capitalization and grammar. Ask someone to proofread your application before the deadline. It is recommended that you draft your essay questions in a word processing program and then copy and paste into the application. Incomplete applications and 1-2 sentence answer may disqualify your application.

## 5. Request Recommendations

- In order to request a recommendation within the application system, you must have your recommender's email address(es).
- Before sending the recommendation request(s) via email, you should contact your reference(s) to ask if they are willing to provide a recommendation on your behalf. Explain the purpose of the recommendation and give them the deadline. Ask early to give them plenty of time to process your request. Let them know they will be receiving an email with a link to use for providing their recommendation.
- From the recommendation link, recommenders will first log in and provide their own personal information. Then, they will provide ratings of the applicant in areas like Attendance, Dependability, Integrity, Commitment to Program etc, as shown below:

\* Please rate applicant the following characteristics: - Answer 1 time.

\* Attendance

Excellent

Above Average

Average

Below Average

Poor

Unknown

Finally, recommenders will have an opportunity to either type in a summary of what they know about the applicant on this page OR upload a letter of recommendation document (Word or PDF) before clicking Save or Submit.

\* Please give specific details as to what you know about the applicant's scholastic achievement, interest and commitment to their particular program, involvement with school, home, employment and/or community activities, life experiences that have influenced personal growth, financial need, and any other factors you consider relevant to the applicant.

You are able to type in your responses below or choose to upload a more formal letter via the file upload option below. If you prefer to upload a document, please type "N/A" in the essay field.

Please write out your response.

**B** *I* U Help Preview Edit

This is my letter. I am not uploading a document.

Example Formatting: "**bold**", "*italics*", Full Screen

Or, please upload a document. We recommend Microsoft Word or PDF file formats.

[Add a New File](#)

Save Submit

## 6. Manage your Recommendations (References)

Visit your Ridgewater College Foundation scholarship account periodically before **April 15, 2016** to manage your references. You are strongly encouraged to check your application to ensure your letter(s) of recommendation have been submitted. You may do this by going to the "references" tab in your scholarship account. If you have not received your recommendation letters, you have the ability to resend the reference link as a reminder. You may also change your references; however, please note that only two most current names and email addresses you provide will serve as your reference. Your references must submit their completed online letter of recommendations no later than 11:59 p.m. on April 15, 2016.

Note: You will not be able to open or view submitted recommendations, but you will be able to see if they have been submitted.



Applications Opportunities <b>References</b> <span style="float: right;">Sheila Saiko</span>			
<b>Active References</b>			
From this page, you can see the status of both your pending and completed reference requests. If a request is still pending, you may click "Resend" to send a reminder to the reference. To update or send a new reference request, please do so by updating the application where you made the original request.			
Name	Email	Request Date	Status
<b>General Application Reference</b>			
Bob Saiko	saikosheila@gmail.com	03/01/2016	Requested - <a href="#">Resend</a>
Kelly Magnuson	kelly.magnuson@ridgewater.edu	03/01/2016	Submitted

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[Ridgewater College Foundation](#)

## 7. Manage Your General Application

Visit your Ridgewater College Foundation scholarship account periodically before April 15, 2016 to manage your General Application. Double check your answers to make sure you have all the correct information. You are able to make corrections and update your answers until the application deadline date which is on **April 15, 2016 at 11:59 p.m.**



On your General Application, be sure to sing your praises! Emphasize activities that show your talents and passions, and include things that demonstrate your ability to lead, take initiative, and care for your community. Don't underestimate yourself – employment and family responsibilities can say a lot in your favor as well.

## 8. Selection and Awards

- a. The Scholarship Selection Committee will review all eligible applications. When final selections are made, you'll be notified through your Ridgewater College e-mail account (or the primary email address you provided on the application).
- b. Notifications to scholarship recipients will be sent out by the end of May.
- c. If a scholarship has been awarded to you, you will see it on your dashboard inside the system next time you log in.
- d. You are responsible for accepting your scholarship award by the deadline by logging into the scholarship system and following all directions.
- e. We require that you complete the acceptance process and provide both a thank you letter and an appropriate head and shoulders (professional) photo of yourself which will be used for our marketing purposes.

### QUESTIONS?

Please contact *Sheila Saiko* at  
320-222-6095  
[sheila.saiko@ridgewater.edu](mailto:sheila.saiko@ridgewater.edu)