Scholarship Application Walk-Through and FAQ
Logging In

- Scholarship application portal: https://ohlone.awardspring.com/

  Email addresses are automatically synced over from MyOhlone.

- Prospective students who have never taken a class at Ohlone can set up a new account by going to the following link and clicking “Register”: https://ohlone.awardspring.com/Prospective/Signin
Getting Started

- Click “Application” to get started.

- The application is made up of several sections. You can complete these in any order by clicking on the tabs.

- Make sure you click “Next Step” at the bottom of the page to save any changes.
Personal Information

- You will be asked to provide contact info, including your phone number and physical address. This information is shared only with donors when required to facilitate the scholarship.

- Gender identity, Race, and Ethnicity information is for statistical purposes only; your answers will not affect your eligibility for any scholarship.

- The final question asks about citizenship status. Most scholarships (but not all) are available to all students, regardless of citizenship status. This information is always kept private and never shared outside of the college.
Academic Information

- If you’ve applied for scholarships at Ohlone before, you’ll notice that the “Academic Information” section is now broken up into three tabs.

- As you fill out these sections, pay attention to the help notes (like this one). They will help you know how to answer certain questions.

- The Academic Goals/Plans tab will ask you to indicate what major you are pursuing. You can select more than one.

  The listed majors are limited to only programs offered by Ohlone College. If you are pursuing a bachelor degree or higher, your major might not be in this list. If that’s the case, enter what you are studying at Ohlone.
Academic Transcript

- On this page you’ll upload your high school & college transcripts.
- We have provided a second upload space to use if you have more than one transcript, but we suggest combining them into a single PDF. There are several free online tools that can do this, such as Combine PDF (combinepdf.com) or MergePDF (smallpdf.com/merge-pdf).

- **NOTE:** Transcripts are required. Failure to upload a transcript will not prevent you from applying for scholarships, but you must provide your transcript before you can receive any awards.

Application for Test Student

In the next section, you'll be asked to attach a copy of your unofficial transcript (please do not spend money to purchase an official one).

- For continuing and transferring Ohlone students: please upload your Ohlone transcript. You can access your transcript from WebAdvisor (https://webadvisor.ohlone.edu/)
- For Ohlone Promise and other incoming freshmen: please upload your high school transcript. Check with your school on how to obtain one.

There are a few ways to get your transcript into a file for upload:

- Our preferred method, if you have access to your transcript online, is to turn it into a PDF document. Use your favorite search engine to look for “How to print to PDF” and you will find plenty of resources.
- If you have a paper document, you can scan and upload it.
- Our least preferred method, you can also upload a photo of your transcript, as long as it is clear and legible.

Upload your current (high school or college) transcript. (Optional)

Upload any additional transcripts. (Optional)
Financial Information

- This page will ask you a few questions about your finances. Many (but not all) scholarships are restricted to students who have a demonstrated financial need.
- Financial need will be verified by the Financial Aid office, based on your FAFSA/CADAA application.
Qualification Questions

- This page contains a bunch of random unconnected questions. These will help match you up with scholarships you **may** qualify for.

Once you complete the general application, you’ll be able to review each individual scholarship and answer any specific questions required.
Essay Questions

- At this point, you’re almost done with the general application!
- Make sure to take your time on the essay questions. Your answers are fairly important to your overall score, so you want to make sure you’ve proofread the essays before submitting them. **Pro tip:** A great way to catch errors is to read your essays out loud to yourself.
Letter of Recommendation

► You must submit a recommendation letter from a teacher, counselor or principal from your school.

► **BEFORE SENDING THE REQUEST:** Contact your teacher (etc.) directly to let them know that you would like them to write you a letter of recommendation. Let them know they will receive an email with the request.

► **TALK TO YOUR CHOSEN REVIEWER EARLY.** Remember, your reviewer is a busy person, and you’re probably not the only student that’s asked them to write a recommendation letter. To be safe, and respectful of their time, give them plenty of advance notice before the deadline - **at least two weeks before the letter is due.**
Letter of Recommendation

**SEND THE REQUEST:**
Once your recommender has agreed, log in to the Award Spring Portal and send them the request. Your reviewer will receive an email with a link to a form where they can submit the letter.

**FOLLOW UP:**
Once you’ve clicked “send”, contact them separately to let them know that you have sent the request so they know to look for it in their email. Letters must be submitted by March 2!

**UPLOADING PDFs:**
If your reviewer prefers to give you a PDF or paper copy of their letter, you can upload it on the “Upload Other Documents” tab.
Applying for Individual Scholarships

- Once your application is complete, go to your Dashboard to see which scholarships you might qualify for.

- The box in the top right will say you have “items requiring completion”. Despite what this seems to indicate, you do not need to apply for every scholarship in this list in order for your application to count.

- Most scholarships have specific questions you need to answer before you can apply. To finish applying for a scholarship, click the “Complete Follow-Up” button.

  This will take you to a page where you can see the requirements for that scholarship.

  *Please do not apply for a scholarship if you know you will not meet the listed requirements.*