How to Apply for Kaskaskia College Foundation Scholarships

1. The application is accessed by clicking on the "Online Scholarship Application" link on the Financial Aid page of the Kaskaskia College website, http://kaskaskia.edu/FinancialAid/Default.aspx
   a. If you already have an account, log in, or
   b. Create an account—you can use any email to create your account
   c. If you are having trouble logging into your account contact the IT Help Desk, 618-545-3098.
   d. Once you have logged in, click the "Scholarship Search/Application" button
2. Complete each section of the application.
   a. Fields marked with a red * are required
   b. Read each question carefully. Your answers will determine your eligibility for each scholarship.
3. After you answer the questions and agree to the permissions, you will search for scholarships. The system will match you to the scholarships for which you have met the criteria based on the information on your application. **You are not guaranteed any of these scholarships.**
   a. Read the descriptions and criteria displayed for the scholarships.
   b. Deselect any scholarships that you do not want to apply for or cannot apply for because of a familial relation to the donor.
   c. Save your Scholarships
4. Upload Needed Files
   a. All applicants are required to upload their **transcripts** and a **general essay.** Letters of recommendation are required for some but not all scholarships. The scholarship criteria will state if letters of recommendation are required. If you have transcripts from multiple institutions, you must save them all in one file.
   b. Click the "Browse" button in the bottom right corner
   c. Locate and select the file on your computer and click "Open"
   d. Rename the file so that it matches the file names in the box located in the top right corner of the page.
      i. Click on the file to highlight it
      ii. Click on the pencil icon
      iii. Change the name of the document to match the name in the box located in the top right corner of the page. **Do NOT change the information after the "."** Ex: janes transcript.pdf would be changed to Transcript.pdf
   e. When a file is uploaded and named correctly the dot next to the file in the box located in the top right corner of the page will change color to green.
      i. If the document name matches the name in the box and the dot is still red, refresh the screen, or log out and log back into the application.
   f. Click "Apply Now"
      i. You can only click "Apply Now" if you have uploaded the transcript and essay.
      ii. Failure to upload a transcript and essay will make you ineligible for the scholarships
5. The applications will be sent to the judges of each scholarship for which you meet the criteria.
   a. Students that have been selected as recipients will be notified by mail as we receive the decisions.