



Scholarship Application eForm – Student Reference

Table of Contents

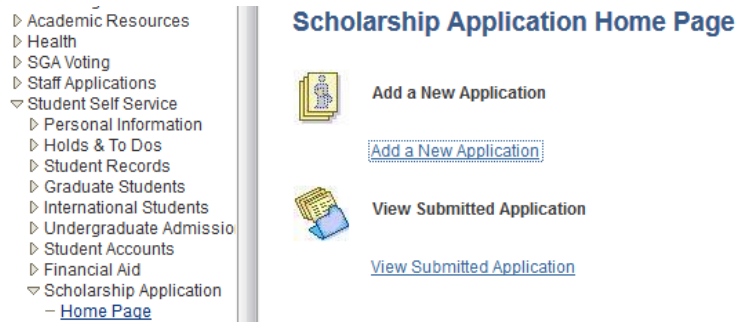
- 1) Application purpose.....3
- 2) Accessing the application3
- 3) Submitting an Application3
- 4) Printing applications5
- 5) Reviewing submitted applications.....6
- 6) Deleting an Application.....6

1) Application purpose

This form is used for the submission and review of Scholarship Applications submitted to the various colleges in the university.

2) Accessing the application

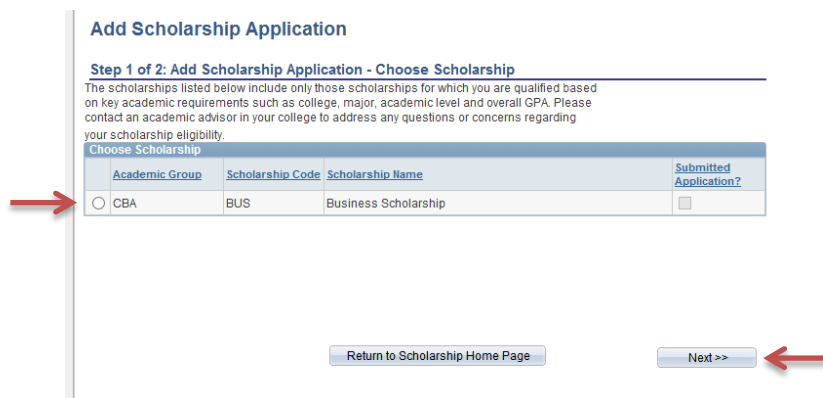
Students access the Scholarship Application Home Page from Student Self Service.



3) Submitting an Application

Click “Add a New Application”. The Add Scholarship Application page (Step 1 of 2) will display all scholarships for which the student is qualified. If there are questions about a college’s scholarship qualifications, the student should verify contact the college administration.

Select the appropriate scholarship being applied for then click the Next button.



The Add Scholarship Application page (Step 2 of 2) will display. The first section in the form is Personal Information and will display current demographic information such as employee/student ID, name, date of birth, mailing address, permanent address, phone numbers and email addresses. If any of this information is incorrect, the student should verify their information in Student Center and contact his/her administration office to update their demographic information.

The remaining sections are: Academic Information, Scholarship Information, Attachments, and Submission Authorization.

Academic Information

?

Major/Minor/Certificate	Plan Type	Track
Finance Pending	Pending Major	
Psychology Minor	Minor	

Overall GPA: 3.189 *Major GPA:

Are you currently attending classes at another institution? If yes, list the institution and the number of hours enrolled this semester at that institution. Yes No

Have you filed a Free Application for Federal Student Aid (FAFSA) with the UCF Office of Student Financial Assistance for academic year 2013-2014? Yes No

Scholarship Information

Scholarship for which you are applying: Business Scholarship

Are you currently receiving other scholarships at UCF? Yes No

Attachments

[Need help with attaching your Degree Audit?](#)

Attach Files

Size: 0 bytes

Uploaded:

Complete the required fields (* - as noted with an asterisk) then click the Submit button at the bottom of the form.

Submission Authorization

Name Initials:

The eForm cannot be saved or completed at a later time. Once a Scholarship application has been submitted, no additional changes can be made. The following pop up message will display.

Message

Are you sure you want to submit this application? (20013,6)

Submitted applications cannot be revised.

Yes No

If the application has already been submitted, you will not be able to resubmit. The only way to submit a new application is to delete the current application for the respective scholarship and then create a brand new application. See Deleting an Application for more information.

Add Scholarship Application

Step 1 of 2: Add Scholarship Application - Choose Scholarship

The scholarships listed below include only those scholarships for which you are qualified based on key academic requirements such as college, major, academic level and overall GPA. Please contact an academic advisor in your college to address any questions or concerns regarding your scholarship eligibility.

Choose Scholarship				
	Academic Group	Scholarship Code	Scholarship Name	Submitted Application?
<input type="radio"/>	ALUM	ALGRAS	Dr. William K. Grasty Memorial Scholarship	<input type="checkbox"/>
<input checked="" type="radio"/>	COS	WISAM	Women in Science and Mathematics	<input checked="" type="checkbox"/>
<input type="radio"/>	COS	WPGCES	Winter Park Garden Club Endowed Scholarship	<input type="checkbox"/>

If the Submitted Application checkbox has been checked, this will indicate that an application has already been submitted a new application cannot be made. A popup message will display “You have already submitted this application”

4) Printing applications

To print a single application, click the “View Application” button. If all applications are to be printed, the “Print All” button can be used.

A PDF version of the scholarship application will be launched in a new window of the browser for printing. Note: You may need to enable your browser to accept popups from my.ucf.edu in order to view the PDF in your browser’s window.

View Scholarship Application

Step 1 of 3: View Scholarship Application

Choose Scholarship									
	Academic Group	Start Year	End Year	Scholarship Code	Scholarship Name	Submitted Date & Time	View Application	View Attachments	Download Attachments
<input type="radio"/>	COS	2014	2015	WISAM	Women in Science and Mathematics	05/09/2014 2:50:10PM	<input type="button" value="View Application"/>	<input type="button" value="View Attachments"/>	<input type="button" value="Download Attachments"/>
<input type="radio"/>	COS	2014	2015	WPGCES	Winter Park Garden Club Endowed Scholarship	05/09/2014 3:12:18PM	<input type="button" value="View Application"/>	<input type="button" value="View Attachments"/>	<input type="button" value="Download Attachments"/>

5) Reviewing submitted applications

To view a specific scholarship, click the radio button for the specific scholarship and then the Next button to review the details of the selected application.

View Scholarship Application

Step 1 of 3: View Scholarship Application

Choose Scholarship									
	Academic Group	Start Year	End Year	Scholarship Code	Scholarship Name	Submitted Date & Time	View Application	View Attachments	Download Attachments
<input checked="" type="radio"/>	COS	2014	2015	WISAM	Women in Science and Mathematics	05/09/2014 2:50:10PM	<input type="button" value="View Application"/>	<input type="button" value="View Attachments"/>	<input type="button" value="Download Attachments"/>
<input type="radio"/>	COS	2014	2015	WPGCES	Winter Park Garden Club Endowed Scholarship	05/09/2014 3:12:18PM	<input type="button" value="View Application"/>	<input type="button" value="View Attachments"/>	<input type="button" value="Download Attachments"/>

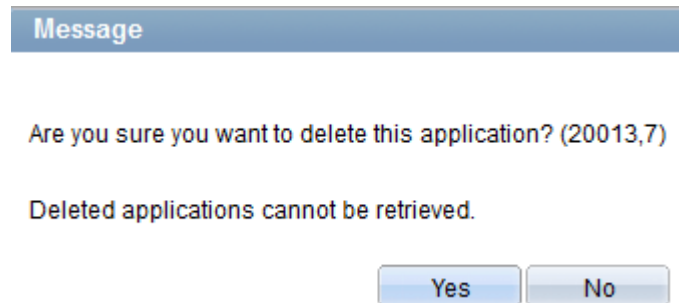
6) Deleting an Application

To delete a previously submitted application, scroll to the bottom of the Application being reviewed and select the "Delete Application" button. *Note: If the application deadline has expired you will NOT be able to submit a new application.*

Submission Authorization	
<i>By submitting this application, I certify that the information I have provided is complete and correct to the best of my knowledge.</i>	
<i>I authorize the College of Sciences to release relevant information with the scholarship selection committee.</i>	
<i>My signature also indicates my permission that the UCF College of Sciences may use name and likeness in publicity opportunities, including notification to scholarship donor(s) and appearance in publications.</i>	
Name Initials: test	Date/Time Stamp: 05/09/14 2:50:10PM

Once an application is deleted it cannot be recovered. Select No if you do not want the application to be permanently deleted.

A popup window will display the following message:



If the application deadline has not expired, a new application can be created. Follow the Submitting an Application instructions to create a new application.