Scholarship Application eForm – Student Reference

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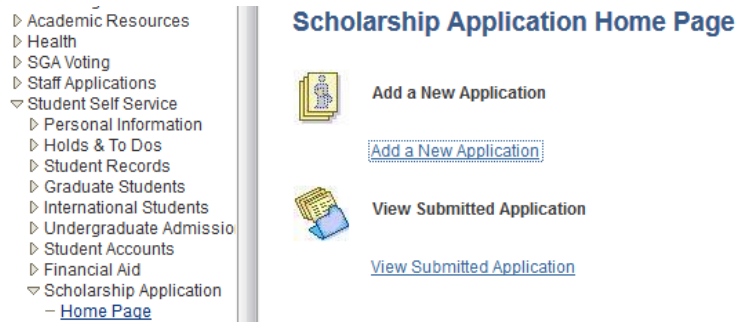
1) Application purpose

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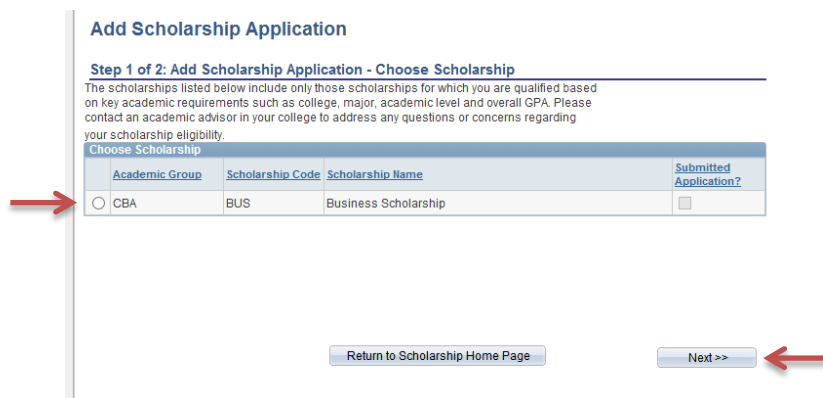
2) Accessing the application

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.

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

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.

If the application has already been submitted, you will not be able to resubmit. The only way to submit an 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.

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 sbumitted 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 broswer 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

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.
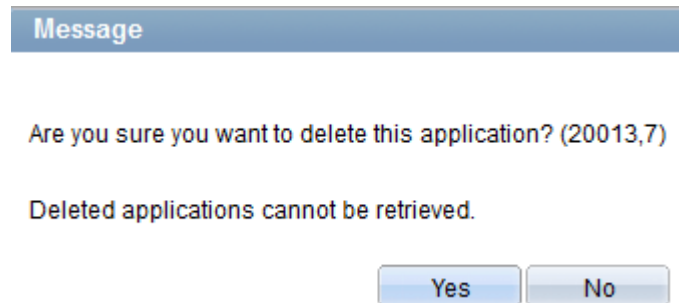

6) Deleting an Application

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.*

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.