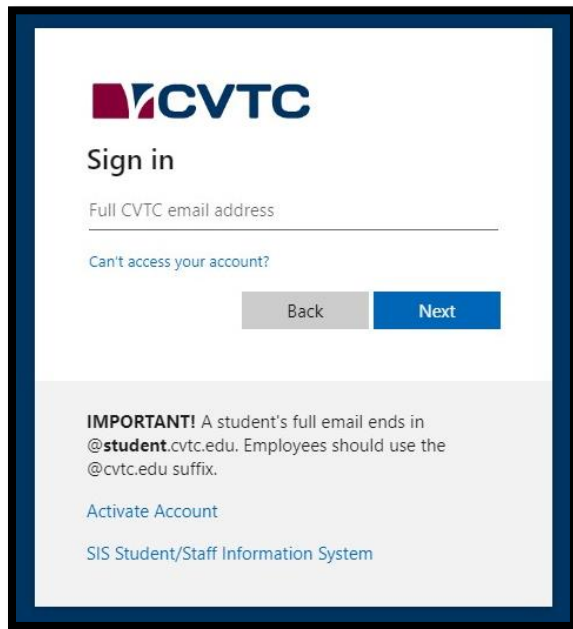
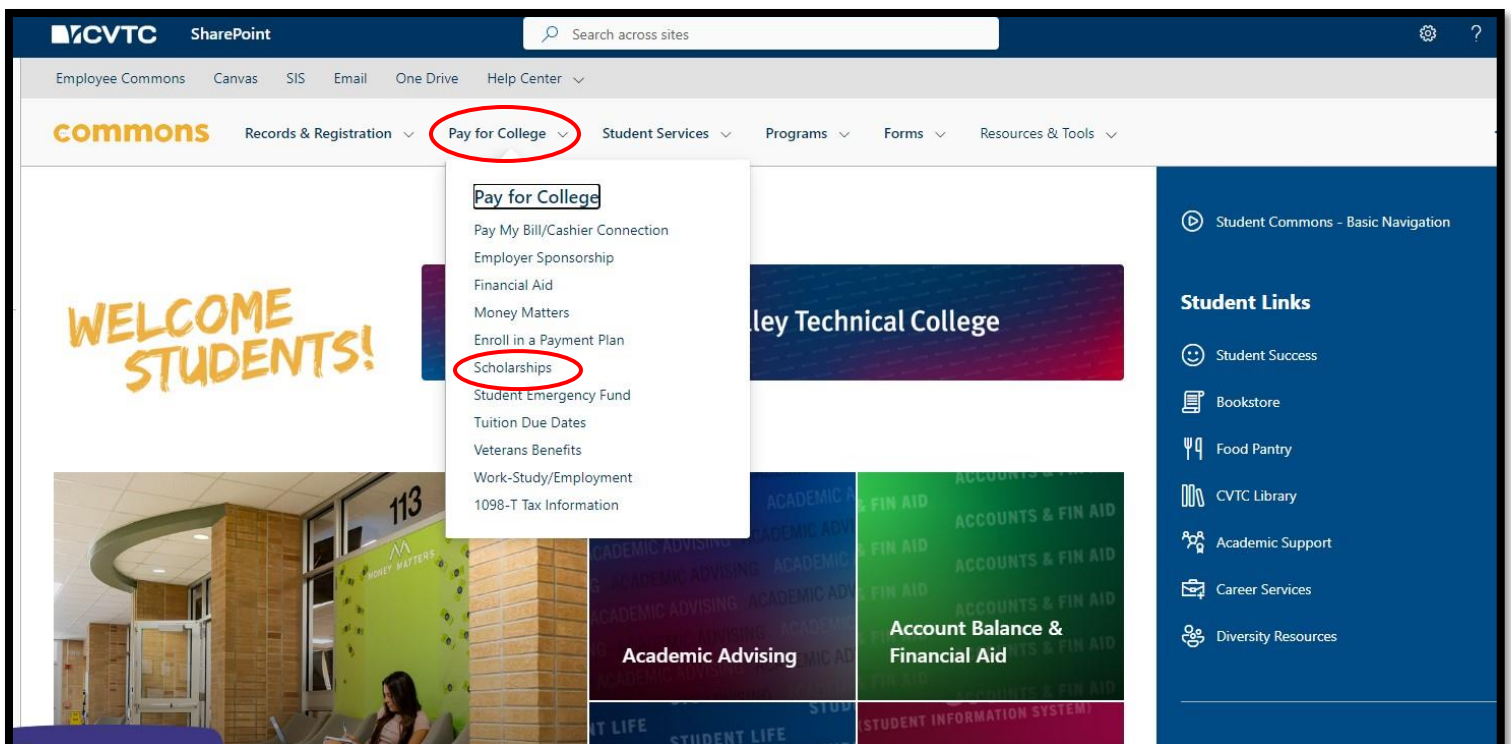


HOW TO APPLY FOR CVTC FOUNDATION SCHOLARSHIPS

Step 1: Sign into your CVTC Student account



Step 2: Place your cursor over the “PAY FOR COLLEGE” tab and select “SCHOLARSHIPS.”



Step 3: This will bring you to the Foundation “**SCHOLARSHIPS**” page. Click on “**APPLY NOW.**”

ATTENTION:

The 2024 CVTC Foundation scholarship application is now open! **APPLY NOW** 

There are more than 400 scholarships available throughout the year to incoming and current CVTC students.

Scholarships are funds that normally do not need to be repaid and can be based on merit, financial need, or other criteria.

CVTC Scholarships - Any student with a CVTC student ID is eligible to apply. The list of available scholarships and their deadlines can be found at:

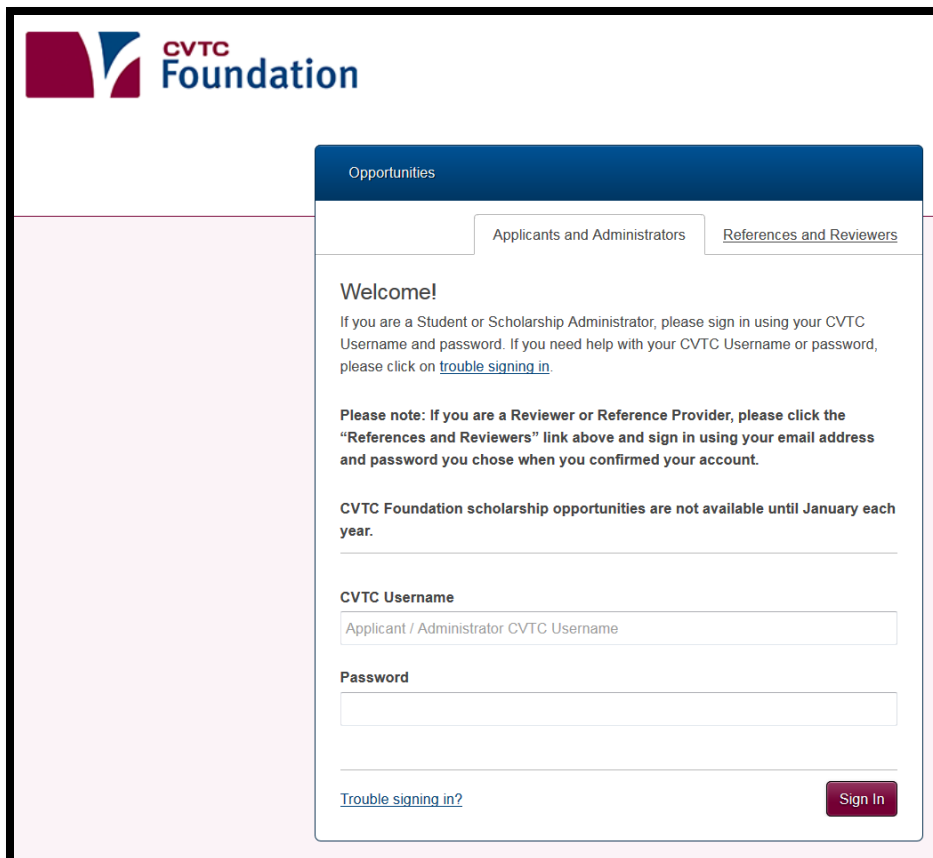
cvtc.academicworks.com

When students answer all of the questions and submit a scholarship application, they are automatically matched to numerous scholarships for which they are qualified. In addition, apply-to scholarships are available, and students are not automatically matched to them. Some require additional questions and/or personal statements. That list can be found under the "Opportunities" tab once the application is submitted.

PLEASE NOTE: You need to apply for scholarships each calendar year. The application reopens the first Monday in January, with the spring scholarship deadline in mid-February. There are multiple application deadlines throughout the year, and those deadlines can be found at cvtc.academicworks.com.

Private Scholarships - These scholarships are not available within CVTC. Each scholarship has a unique application process and distinct criteria. The scholarships listed in this area are offered by individuals, businesses, industries, or organizations. [View a List of Private Donor Scholarships.](#)

Step 4: Login with your **CVTC** username and password to gain access. (Make sure you are on the “**Applicants and Administrators**” tab.)



The screenshot shows the CVTC Foundation login page. At the top left is the CVTC Foundation logo. Below it is a navigation bar with three tabs: "Opportunities" (selected), "Applicants and Administrators", and "References and Reviewers". The main content area has a "Welcome!" heading followed by instructions for students and administrators to sign in with their CVTC username and password, and a link for "trouble signing in". A note for reviewers and reference providers directs them to the "References and Reviewers" tab. Below this is a notice that scholarship opportunities are not available until January each year. The login form includes fields for "CVTC Username" (with a placeholder "Applicant / Administrator CVTC Username") and "Password". At the bottom left is a link for "Trouble signing in?" and at the bottom right is a "Sign In" button.

Step 6: Read the instructions and complete all of the General Application questions.

The screenshot shows a web application interface for a CVTC scholarship application. At the top, there are navigation tabs: Applications (with a red notification icon), Opportunities, Donors, and References. The user's name, Kathleen Farley, is displayed in the top right. A yellow banner at the top of the main content area states: "You have unanswered required questions on your General Application. In order to be considered you must complete all the required questions below." Below this, the "General Application Progress" section shows two items: "Applicant Record" (checked) and "Profile Information" (unchecked). The main content area contains instructions: "You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**. As an applicant, you will be recommended to specific opportunities that meet your criteria, and you should only apply to those opportunities that are recommended. CVTC Foundation scholarship opportunities are not available until January each year. Note: Required fields are marked with an asterisk." The "General Application Questions" section includes: "What county do you reside in?" (dropdown menu), "Are you a U.S. citizen?" (radio buttons for Yes and No, with Yes selected), "Are you a veteran?" (radio buttons for Yes and No), "What high school did you graduated from?" (dropdown menu showing Stanley-Boyd High School), and "Your plans after this semester at CVTC are to:" (radio buttons for Attend CVTC Spring Semester, Attend CVTC Summer Session, Attend CVTC Fall Semester, Graduate, and Transfer to another college/university). At the bottom, there is a question "What is your primary CVTC campus?" and two buttons: "Save and Keep Editing" and "Finish and Submit".

Step 7: Obtain two instructor references, and one must be from your core program. Ask permission from your current and/or previous instructors to use them as references. Complete the instructor information on your application by providing the instructor's name and CVTC email address. This step is a requirement, and your application will **NOT** be considered unless the recommendations are completed and submitted by the deadline. Be sure to ask your instructors early in the application period to allow them time to complete your reference requests.

The screenshot shows two identical reference prompts on the application form. Each prompt is enclosed in a light gray box with a small white box containing the number '1' or '2' in the top right corner. The text for each prompt is: "* Provide Name and Email Address" followed by a blue link "Add a New Reference" and the text "(Reference will be notified via email)".

Step 8: If you have completed the General Application, sign and date, and select **“Finish and Continue.”** If you have not completed the application, select **“Save and Keep Editing”** so you can finish at a later time.

** Remember, if you select **“Save and Keep Editing,”** the **does not** submit your application. It is considered an **incomplete** application. **

* In submitting this application, I agree to release my records to scholarship donors if requested. I hereby authorize release of information contained in this application, my academic transcript, any additional information to scholarship donors and to the Scholarship Selection Committee. - Answer 1 time.

* 1. Signature (Type Full Name) 1

* 2. Date

Please enter a date formatted like MM/DD/YYYY.

or

- ❖ After you submit your application, you will be directed to the **“Opportunities”** tab. Recommended opportunities are scholarships that are not automatically matched. If you meet the required criteria, select **“Apply”** on the right to answer the question(s) and/or upload the document(s) required, and then select **“Finish and submit.”**

CVTC Foundation

▼ Applications **▼ Opportunities** Donors ▼ References ▼ Youa Vang

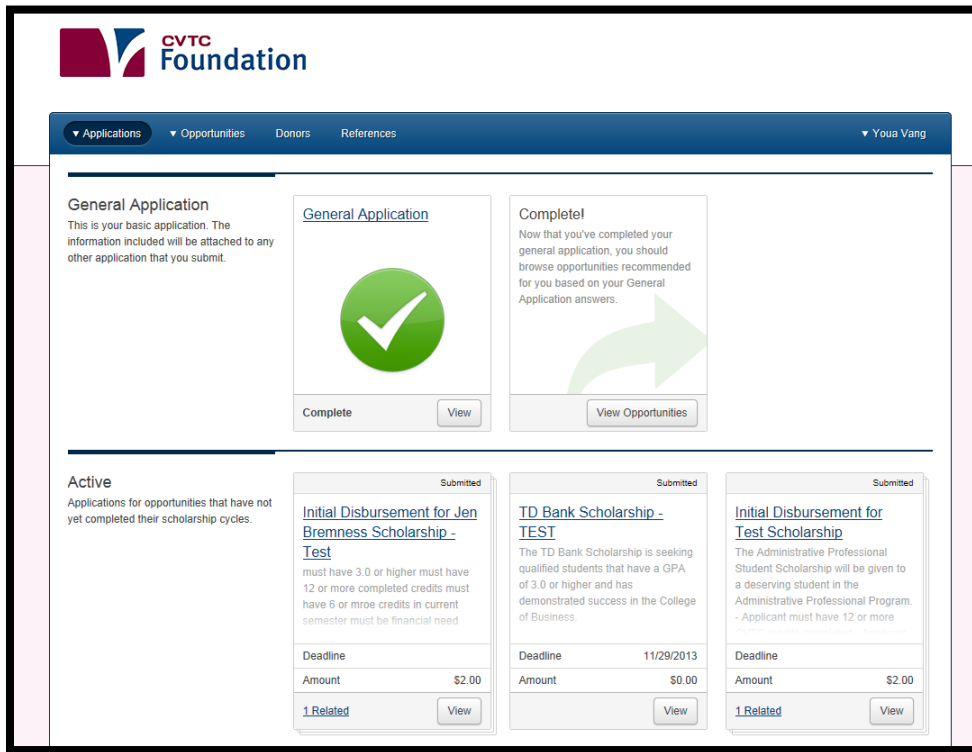
Congratulations!

You've completed all the required questions on the General Application! Based on your General Application, here are a few opportunities that we recommend you consider.

Recommended Opportunities

Name	Questions	Deadline	Award	Actions

- ❖ To see a list of automatically matched scholarships, click the “Applications” tab. They are listed under “**Active.**”



- ❖ To monitor whether or not your references have successfully submitted a recommendation, select the “**References**” tab. You can also resend a request from this location.

