



# THE USM FOUNDATION

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## SCHOLARSHIP APPLICATION SYSTEM

## How to Apply for USM Foundation Scholarships

### COMPLETE THE GENERAL APPLICATION

- Go to [usmfoundation.com/GO](http://usmfoundation.com/GO) to access the USM Foundation Scholarship Application System
- Click the gold “Sign In” button in the upper right corner and log in using your **Campus ID** and **SOAR password**.
- **General Application** – Start the application now and save in draft form and return later to Finish and Submit. Students may update their application at any time prior to the scholarship application deadline, which is **February 15, 2015**, for most scholarships.
- **Applicant Record Tab** – Student information from SOAR is imported nightly to the scholarship application system. Things like GPA, Classification, Address, and Major are already in there.

### CHECK FOR SCHOLARSHIP OPPORTUNITIES REQUIRING ADDITIONAL WORK

- **Auto Match Scholarships** – most scholarships will auto match with qualifying students based on the information from the General Application and Applicant Record.
- **Recommended Scholarships** – List of scholarships recommended for you based on your answers to the General Application. Those scholarship opportunities require additional information to determine final eligibility. You will only be considered for these “Recommended Opportunities” if you complete the additional questions.

### MANAGE YOUR REFERENCES

- Some “**Recommended Scholarships**” require a **Letter of Reference/Recommendation**. You will provide a person’s name and email address so that an email can be sent to the reference provider asking them to upload a confidential letter of recommendation.
- Before sending the reference link, you are encouraged to contact your reference and make a formal request (by email or in person), asking if he or she would be willing to write a letter of recommendation on your behalf. Explain the purpose of the recommendation and why you have chosen him or her.

### MONITORING YOUR SCHOLARSHIP APPLICATION

- Log in to the USM Foundation Scholarship Application System periodically before February 15, 2015, to manage your General Application. Double check your answers to make sure you have all the correct information. You are able to make corrections and update your answers with new information until the application deadline which is on Sunday, February 15, 2015, at 11:59 p.m. for most scholarships.
- Check the Recommended Scholarships tab to see if there are any additional scholarships for which you would like to apply.

### SELECTION AND AWARDS

- If you are offered a scholarship, you will receive an email notifying you of such to your USM email address.
- You are responsible for logging in to the Scholarship Application System to accept the scholarship.
- The scholarship will be credited to your student account in the academic semester for which it was awarded (Fall, Spring or Summer of Fiscal Year 2015-16).
- You will be contacted by the USM Foundation regarding an opportunity to thank your donor.

**QUESTIONS?** Please email [foundationscholarships@usm.edu](mailto:foundationscholarships@usm.edu) with questions.