



## Ann Arbor Area Community Foundation

# Ann Arbor Area Community Foundation Instructions for Beginning a Scholarship Application

Questions about the application should be directed to Maryellen Ferro  
at [mferro@aaacf.org](mailto:mferro@aaacf.org) or 734.663.0401

**STEP 1:** Go to [www.aaacf.org/scholarships](http://www.aaacf.org/scholarships) and select "Start Your Application."

### About the Online Scholarship Process

The majority of these scholarships use the online Scholarship Application which allows students to submit a single application for all of the scholarships for which they are eligible. The online Scholarship Application consists of:

- > Online portion (including two essays)
- > **Scholarship Recommendation Form**
- > Transcript.

There are ten scholarships which, in addition to these

**The scholarship application will be available on January 15, 2019 with a deadline of March 12th @ 3PM.**

**START YOUR APPLICATION**

**STEP 2:** Click Prequalifying Questions.

## Welcome to AAACF's Online Scholarship Opportunities

The application consists of three items:

1. Online portion (including two essays)
2. Scholarship Recommendation Form ([download the form here](#)) - *letters of recommendation are not accepted*
3. Transcript

**IMPORTANT DETAILS:**

1. Applications that do not use the Scholarship Recommendation Form will NOT be considered by the committee.
2. Photos of the Scholarship Recommendation Form and transcript will NOT be considered by the committee.
3. The Scholarship Recommendation Form and transcript must be uploaded as Word documents or PDF's.

**APPLICANTS WHO ARE NEW TO THE SITE:**

Click on the **Prequalifying Questions** to determine scholarship eligibility, create a login, and set your password.

**APPLICANTS WHO ALREADY HAVE A LOGIN AND PASSWORD:**

**STEP 3: Carefully answer the Prequalifying Questions.**

Start Your Application

Resume Your Application

**SECTION 1: SCHOOL & EMPLOYMENT**

What is your   
cumulative GPA?

Have you graduated high school?

What year will (or did) you graduate from high school?

What high school will (or did) you graduate from?

**STEP 4: After answering all the questions, please click "Submit."**

If the page does not advance after pressing "Submit," scroll up to see if you have any unanswered questions.



**STEP 5: Click the blue plus sign (+) to read through the details and specific requirements for each scholarship you have qualified for.**

Scholarships

Scholarship Programs

► Prequalifying Questions

**Available Scholarships**

To learn more about a scholarship opportunity, including criteria and application requirements, please click the (+). After you have read about each of the scholarships, check the box to the left to select which scholarship(s) you would like to apply for. Finally, click either "Register a New User & Continue" (for students who do not yet have log in credentials) or "Log In & Continue" (for students who have applied for a scholarship in the past or want to resume the application).




Register a New User and Continue

Log In and Continue

## Available Scholarships

To learn more about a scholarship opportunity, including criteria and application requirements, please click the (+). After you have read about each of the scholarships, check the box to the left to select which scholarship(s) you would like to apply for. Finally, click either "Register a New User & Continue" (for students who do not yet have log in credentials) or "Log In & Continue" (for students who have applied for a scholarship in the past or want to resume the application).



For students of Polish descent

**Pipe Dream Scholarship: \$2,000 award**

Established in 2004 by an anonymous donor, scholarships will be awarded to students at the University of Michigan or Eastern Michigan University who are of Polish descent and who are working to help support themselves. The awards may be used for tuition and books.

**Number of Available Awards:** One-Two


**Scholarship Criteria:**

- Will be an undergraduate or graduate student, full or part-time, at the University of Michigan-Ann Arbor or Eastern Michigan University.

**STEP 6:** Click inside each box until a check mark appears to select which scholarship(s) you would like to apply for.

## Available Scholarships

To learn more about a scholarship opportunity, including criteria and application requirements, please click the (+). After you have read about each of the scholarships, check the box to the left to select which scholarship(s) you would like to apply for. Finally, click either "Register a New User & Continue" (for students who do not yet have log in credentials) or "Log In & Continue" (for students who have applied for a scholarship in the past or want to resume the application).



For students of Polish descent

[Register a New User and Continue](#) [Log In and Continue](#)

**STEP 7:** Click "Register a New User and Continue."

## Available Scholarships

To learn more about a scholarship opportunity, including criteria and application requirements, please click the (+). After you have read about each of the scholarships, check the box to the left to select which scholarship(s) you would like to apply for. Finally, click either "Register a New User & Continue" (for students who do not yet have log in credentials) or "Log In & Continue" (for students who have applied for a scholarship in the past or want to resume the application).



For students of Polish descent

[Register a New User and Continue](#) [Log In and Continue](#)

**STEP 8: Complete the New Student Registration and click "Submit."**

**New Student Registration**

Please enter the information requested below and hit "Submit." You will then receive an automated email from AAACF that will allow you to complete the registration process and begin your application. Please note it may take up to 10 minutes for the email to appear in your inbox.

Last Name:

First Name:

Email Address:   
(Your email address will be your username when logging into the website.)

Re-Enter Email:



**STEP 8:** After completing the New Student Registration you will see a screen confirming that an email will be sent to the address you listed in the form. **Please be sure to check your email and complete the registration process right now.**

**STEP 9:** Once you have completed the registration process, including setting your password, you will have access to the application.

**STEP 10:** Complete all 8 sections of the application and upload your Scholarship Recommendation Form and transcript.

**STEP 11:** (a) Click "Preview PDF" to make sure that the application you are about to submit is correct. (b) Click "Submit Application."

Scholarship Recommendation Form	Completed	Yes	3/14/2017	Please upload your completed Scholarship Recommendation Form. If your reference would like to submit a confidential Scholarship Recommendation Form, please have them email it to <a href="mailto:scholarships@aaacf.org">scholarships@aaacf.org</a> .	Completed	11/29/2010
---------------------------------	-----------	-----	-----------	--	-----------	------------

STEP 11 (a) points to the **Preview PDF** button.

STEP 11 (b) points to the **Submit Application** button.

If you have any questions please contact Maryellen Ferro at [mferro@aaacf.org](mailto:mferro@aaacf.org) or 734-663-0401.

**STEP 12: Read through the text carefully, type in your name and select the date.**

**Sign & Submit**

Please make sure all of the sections listed below are checkmarked as complete. If you are ready to submit your application, please print yourself a copy, and then electronically sign and submit below.

**Note:** Once you submit your application, you will **not** be able to go back and make changes.

**I herby affirm:**

- The information provided on this application is accurate to the best of my knowledge.

**I understand that:**

- Applications which do NOT use AAACF's Scholarship Recommendation Form will be marked as ineligible.
- Only WORD documents and PDFs will be accepts as uploads. Google documents, jpegs, pngs, and photos of documents are not accepts and will result in my application being marked as ineligible.

Type in your name (First & Last Name):

Date:



✔ Section 1: Student Information

✔ Section 2: High School Information

**STEP 13: Click "Print/Save a Copy" and then click "Submit Your Application."**

✔ Section 3: Test Scores

✔ Section 4: College Information

✔ Section 5: Financial Information

✔ Section 6: Activities & Community Involvement

✔ Section 7: Employment History & Academic Achievement

✔ Section 8: Final Thoughts

Print/Save a Copy

Submit Your Application

**Application Deadline: 3 PM on Tuesday, March 12, 2019**