ScholarshipUniverse Instructions

Step 1: Log In

Current students: Log in to ScholarshipUniverse by using your career account and password.

Incoming students: Log in to ScholarshipUniverse through the admissions portal.

Step 2: View Scholarships you may be eligible to apply for.

The left hand side of this page provides an overview of school (Purdue University Fort Wayne) scholarships and outside scholarships that the student qualifies for.
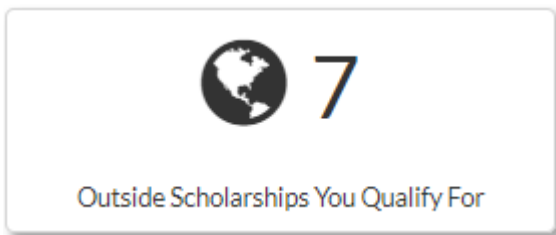
Purdue University Fort Wayne Scholarships You Qualify For

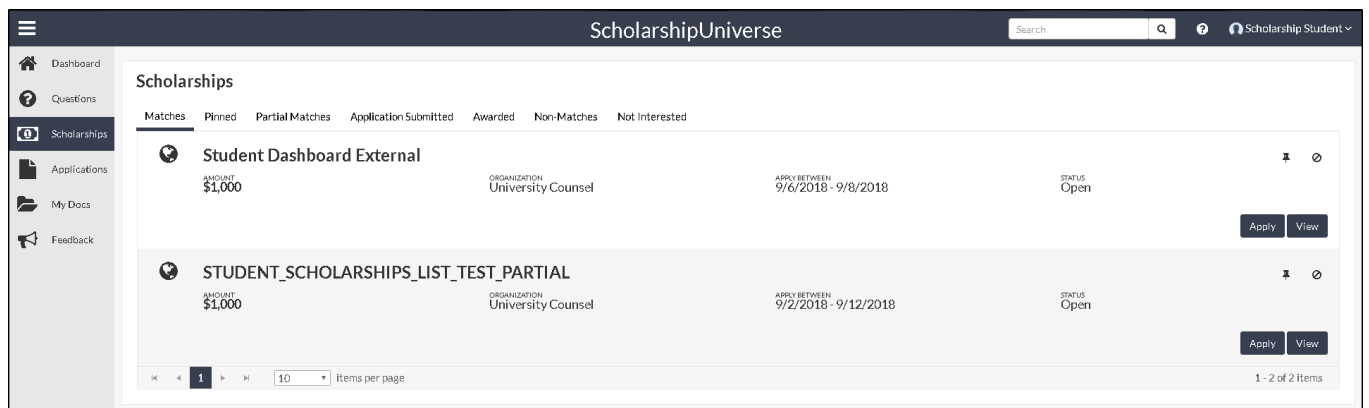- Contains a count of all open school scholarships that the student matches with.
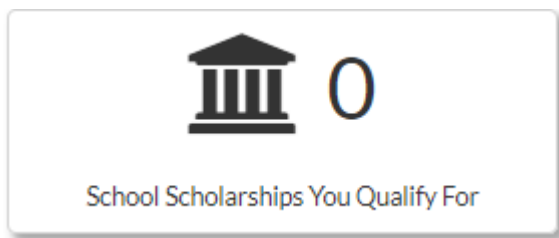
Outside Scholarships You Qualify For

- Contains a count of all open external scholarships that the student matches with.

To navigate to the Scholarship Screen, select Scholarships from the options on the left of the screen.

The Scholarship screen has several tabs that you may view:

- Matches - List of scholarships that the student has met all of the matching requirements
- Pinned - List of scholarships that the student has pinned to their account using the button on an individual scholarship listed
- Partial Matches - List of scholarships that the student has met at least one requirement, but not all of the matching requirements
- Application Submitted - List of scholarships for which the student has already applied
- Awarded - List of scholarships for which the student has been awarded
- Non-Matches - List of scholarships that the student has been eliminated due to not meeting the matching requirements
- Not Interested - List of scholarships that the student has marked as not being interested in applying by using the button

Step 3: Apply for scholarships

- To apply for a scholarship, the student selects the **Apply** button to open the scholarship application
- Once a student starts applying for a scholarship, the apply button changes to a **Continue Application** if the student exits the application

- Once the student starts or completes an application, the application appears in the Applications screen.
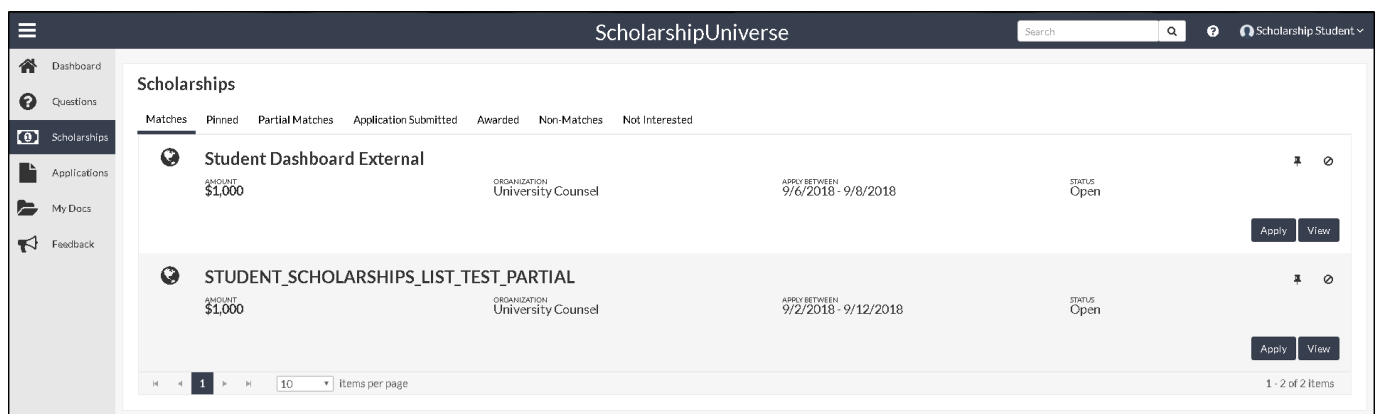
- The student should review and verify their eligibility for the scholarship
- If the student needs to edit any of the information, they may select the **Edit**
- If the student has verified the information is correct and agrees to provide any required documentation, they may check the **I Verify** box
- The student clicks **Continue**
- The student must complete all sections of the application
- Once all sections of the application have been completed, the student may click the **Submit** button to submit the application
- If the student leaves the application prior to submitting, they may return to the application later from the Applications screen or from the Scholarships screen

Important ScholarshipUniverse Tips

Applications Tab
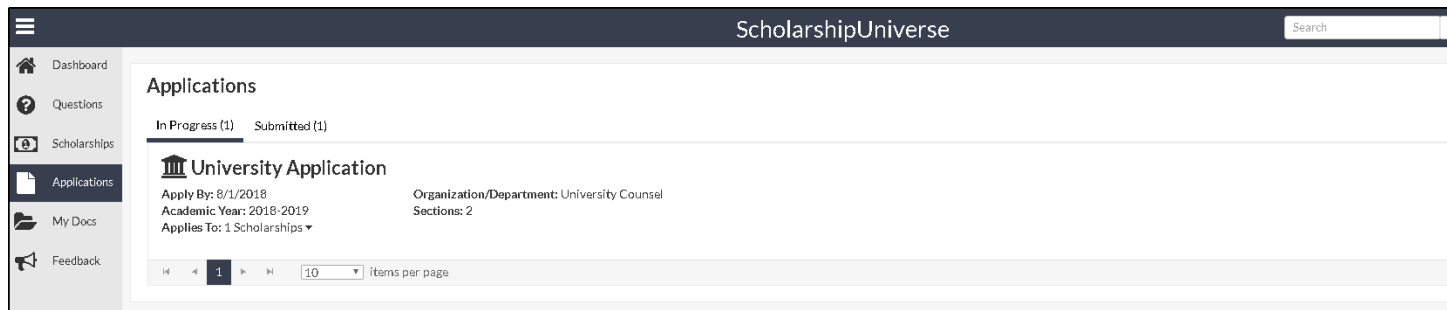
- If the student has any scholarships they have started but have not completed, the scholarships are listed on the **In Progress** section
- If the student has scholarships they have completed and submitted, the scholarships are listing on the **Submitted** section

Uploading and Viewing Student Documents for Applications

To navigate to the My Documents page, click on **My Docs** in the left navigation menu.
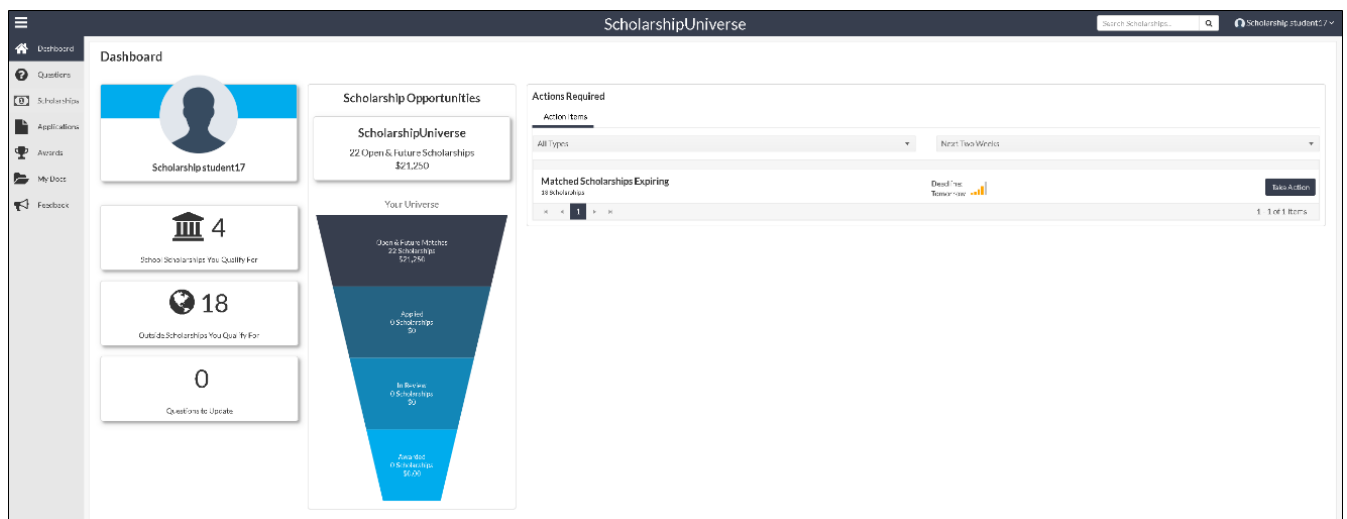
On the **My Documents** page, the student has the following 2 tabs (each representing a different status):

- **Active:** Documents that the student has uploaded or created in their account, which are currently available to use while answering questions or submitting applications.
- **Inactive:** Documents that the student has removed from their account. Documents that have been removed are still stored as they could be in use by applications. Documents that are inactive are not currently available to use while answering questions or submitting applications.

Details of each document include the following:

- **Name:** The given display name of the student's document.
- **Document Type:** The type of document the student uploaded or created.
- **Last Modified:** The date the document was last modified (or uploaded/created if no modifications have been made since).

My Documents

Active (10) Inactive (1)

Name	Document Type	Last Modified
Letter of Recommendation from Executive Director - Pending	Recommendation Letter	5/24/2019
Letter of Recommendation from Manager - Pending	Recommendation Letter	5/24/2019
Personal Statement	Personal Statement	5/24/2019
Letter of Recommendation from Teacher - Pending	Recommendation Letter	5/24/2019
Transcript	Transcript	5/24/2019
Biography	Biography	5/24/2019
essay 2	Essay	5/23/2019
resume 2	Resume	5/23/2019
Essay	Essay	5/23/2019
Resume	Resume	5/23/2019

|◄ ◄ **1** ► ►| 10 ▼ items per page

Adding a Document

- Step 1: Click the **Add +**button to open the **Add Document**

Add Document ✕

File Name:

[   ]

Document Type:

[Select an item...   ▼]

Cancel   Submit

- Step 2: Enter a name for the new document in the **Field Name** text box. This name will be the display name for the file in ScholarshipUniverse.
- Step 3: Select a **Document Type**
- Step 4: Add your document via one of the following methods:

Add Document

File Name:

Employment Info

Document Type:

Employment Info ▼

Upload   OR   Compose

Cancel   Submit

Upload

Students can upload new documents by clicking the **Upload** button.

- After clicking the upload button, the student would select the file from the location it is stored on the computer.
- A preview of the uploaded document will display after the student uploads a file.
- If the student decides not to upload a document, they can click the **Cancel** button to return to the My Documents screen.
- Clicking **Submit** will add the new document into the student's document library and return the student to the My Documents screen.

Add Document

File Name:

Transcript

Document Type:

Transcript ▼

Upload

THE WORDS "COPY" APPEAR ON TRANSCRIPT WHEN PHOTOCOPIED

FORM: AR-E100

OFFICIAL ACADEMIC RECORD

SAMPLE STATE UNIVERSITY
12345 University Address Blvd. Here, HE 90000

Student Name: LAST, FIRST

DOB: DD-MMM-YYYY **Student I.D.:** 614-40-7581

A BLACK AND WHITE COPY IS NOT AN ORIGINAL

In accordance with USC 438 (6) (4) (8) (The Education Rights and Privacy Act of 1974) you are hereby notified that this information is provided upon the condition you, your agent or employees will not permit any other party access to this record without consent of the student.

Signature of the Registrar

SEE REVERSE SIDE FOR TRANSCRIPT KEY AND EXPLANATION OF TERMS

Cancel Submit

Compose

A student can create new documents by clicking the **Compose** button.

- Composing a new document will open a rich text editor so the user can create a new document with formatting.

- If the student decides not to compose a document, they can click the **Cancel Composition** button to return to previous Add Document modal.
- Clicking **Cancel** will close the Add Document modal and return student to My Documents screen.
- Clicking **Submit** will add the new document into the student's document library and return the student to the My Documents screen.

Link URL

Link URL allows the student to provide a link to documents or files, rather than uploading the file or composing a document.

- Selecting a document type that is a link provides the student a box to copy the link URL.

- Clicking **Cancel** will close the Add Document modal and return student to My Documents screen.
- Clicking **Submit** will add the new document into the student's document library and return the student to the My Documents screen.

Request

Request is strictly for the **Recommendation Letter** document type. This allows the student to request a letter of recommendation.

- The student selects **Request** to open the Request Letter of Recommendation modal
- Selecting the **Cancel** button returns student to the My Documents screen

The student enters the following:

- Name of Requestee (required)
- Requestee Email (required)
- Personal Message (optional)
- Deadline Date (required)
- Clicking **Submit** sends the request for the letter of recommendation to the requestee and returns the student to the My Documents screen

- Clicking **Cancel** returns the student to the My Documents screen
- Once a letter of recommendation is requested, it will display on the **My Documents** page as **Pending**
- If the Requestee provides a letter of recommendation for the student, the document will no longer display as **Pending** on their list of documents
- If the Requestee declines to provide a letter of recommendation for the student, the document will be removed from their list of documents