Checklist for Foothill Scholarship Application Process

☐ Write an essay titled "My Story" that tells the scholarship review committee about you. Your essay should be single spaced and not exceed one page. Be specific about your academic and career goals. Discuss any obstacles you have overcome and any specific financial needs you have. This is your opportunity to share what makes you unique and deserving of a scholarship. If you need help writing your "My Story", go to the 'Tips for Writing Your "My Story" Essay' section on our Scholarships webpage (http://foothill.edu/aid/campusscholarships.php).

☐ Log in to AcademicWorks, the Foothill-De Anza scholarship management system, by following the four easy steps below:

1. Log in to your MyPortal account.
2. Click on the "Students" tab.
3. Click on the "AcademicWorks" logo.
4. Click on the "Sign In" box in the upper right hand corner
5. Click on the "Sign In With Your Institution" box

☐ Once logged in to AcademicWorks, complete your general scholarship application:

1. Select "General Applications" under the Applications tab.
2. Click on the "General Application" link in the General Applications section.
3. Under the "General Application Progress" heading on the left-hand side of the page, click on "Applicant Record".
4. Review your information in the Applicant Record Data section and verify that it is accurate. If any of the information listed is not correct, update it through your MyPortal account if possible, or go to the Admissions and Records Office and fill out a Record Change Request form.
5. Under the "General Application Progress" heading on the left-hand side of the page, click on "Profile Information".
6. In the Profile Information section, answer the general application questions. If you have already written your "My Story" essay, you can copy and paste it into the appropriate field.
7. Click on the "Finish and Submit" button at the bottom of the page.

*Please note that if you change any information in your general scholarship application, including profile information or applicant record data, prior to the scholarship deadline, it will get updated for all scholarships for which you've applied.

☐ Twenty four hours after submitting your general scholarship application, log back in to the AcademicWorks system and select "Recommended" under the "Opportunities" tab to see which scholarship opportunities have been recommended to you based on your general application information (profile information and applicant record data).

☐ Click on the name of each recommended scholarship to view the scholarship details. If you meet the minimum qualifications for a scholarship and want to apply, click on the "Apply" button at the bottom of the page. Answer the supplemental questions for the scholarship and then click on the "Finish and Submit" button. Once you have submitted your application for a scholarship, you can always go back and edit it up until the scholarship deadline. If you need more time to answer the supplemental questions, click on the "Save and Keep Editing" button.

☐ If a letter of recommendation is required for a scholarship for which you are applying, make sure to contact the person you want to write the letter (your recommender) prior to saving or submitting your application for that scholarship. Once you've submitted your application and provided the name and email address for your recommender, you can monitor the submission status of that letter by clicking on the "References" tab in AcademicWorks. *Important: It is your responsibility to make sure that your recommender submits the letter of recommendation by the scholarship deadline.

☐ If you are required to attach any additional documents for a scholarship, such as a copy of your academic transcript, you can go to the Foothill College Media Center (Room 3612, Foothill main campus) to scan those documents for FREE.

☐ If you have any questions about the Foothill scholarships and/or the AcademicWorks system, you can contact Kerry Bahadur in the Foothill Financial Aid Office (**bahadurkerry@fhda.edu** or **650-949-7572**).