

# How to apply for Virginia Western Educational Foundation Scholarships in Scholarship Universe

Scholarship Universe is a scholarship matching tool that helps Virginia Western Community College students find and apply for our Foundation scholarships. Continue reading for how-to-apply instructions.



## **TO MAKE APPLYING EASY, HAVE THE FOLLOWING READY:**

### **1. Academic Transcript (uploaded into application)**

- a. If you have not attended college, final high school transcript is OK
- b. If you have attended college other than VWCC, unofficial transcript is OK
- c. If you are currently a VWCC student, you must provide your VWCC transcript, unofficial from student account is OK

### **2. Persons to provide recommendations**

- a. Have names and email addresses of 3 individuals who are willing to provide recommendations for you.
- b. One recommendation must be from a Virginia Western instructor if you are currently a student at Virginia Western
- c. If you still in high school, you may have a teacher(s) provide a recommendation
- d. No family or friends may provide recommendations
- e. Of the 3 requests you send, 2 references must be submitted for application to be considered

### **3. Three Personal Statement Questions to Answer in Application:**

There will be 3 questions you are required to answer in essay form on the application, each a minimum 500 characters (approx. 100 words or more.)

Get a head start by thinking about your answers to these questions:

- a. Why is going to college important to you? How would receiving this scholarship help you achieve your goals? How have your life experiences influenced why you want to go to college and/or what you want to study?
- b. Describe a time you worked hard toward a goal and what you learned from that experience. How did you grow? How will this help you in the future?
- c. How are you involved in your community (such as religious or community organizations, athletics or paid/volunteer activities)?

## TO APPLY FOR EDUCATIONAL FOUNDATION SCHOLARSHIPS

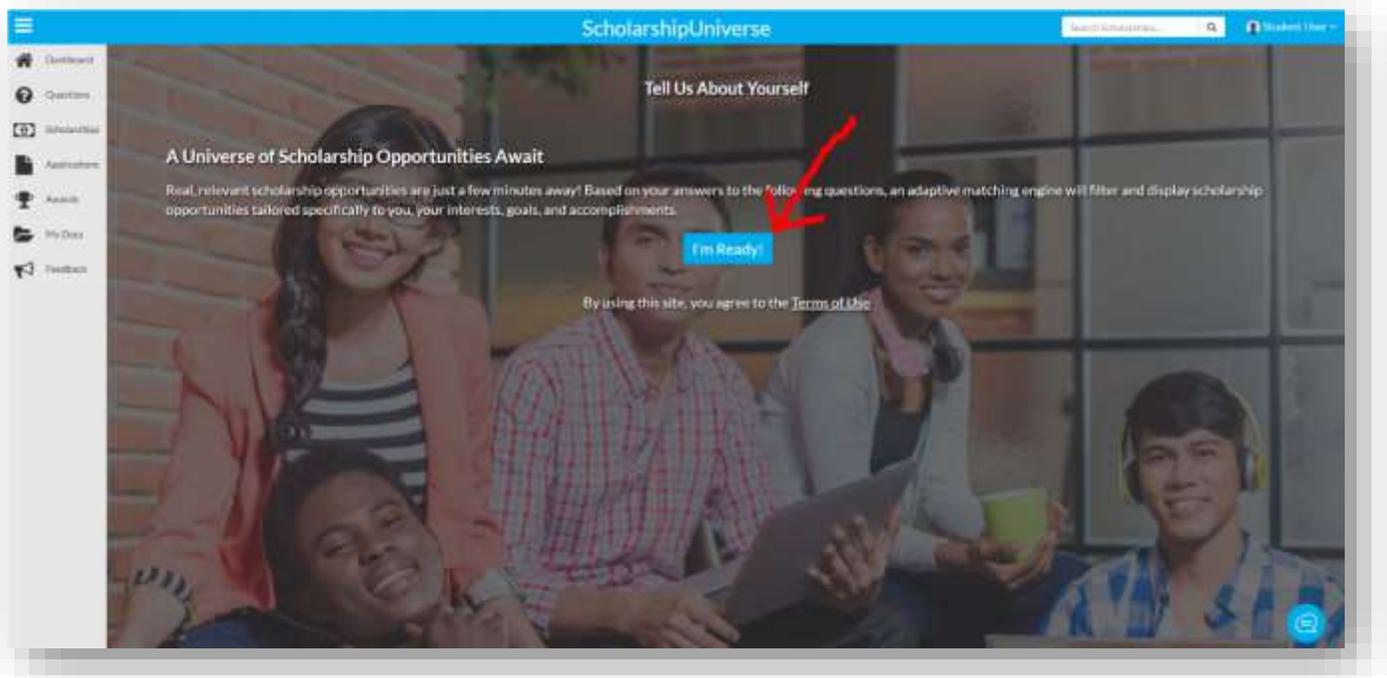
### Step 1

Go to <https://www.virginiawestern.edu/scholarships/>. Click APPLY button to access log-on screen.

Log into the Educational Foundation scholarship application at Scholarship Universe using your Virginia Western username name and multi-factor authentication.



The first time you log onto our Scholarship Universe scholarship application site, you are on the landing page. Click on the "I'm Ready" button.

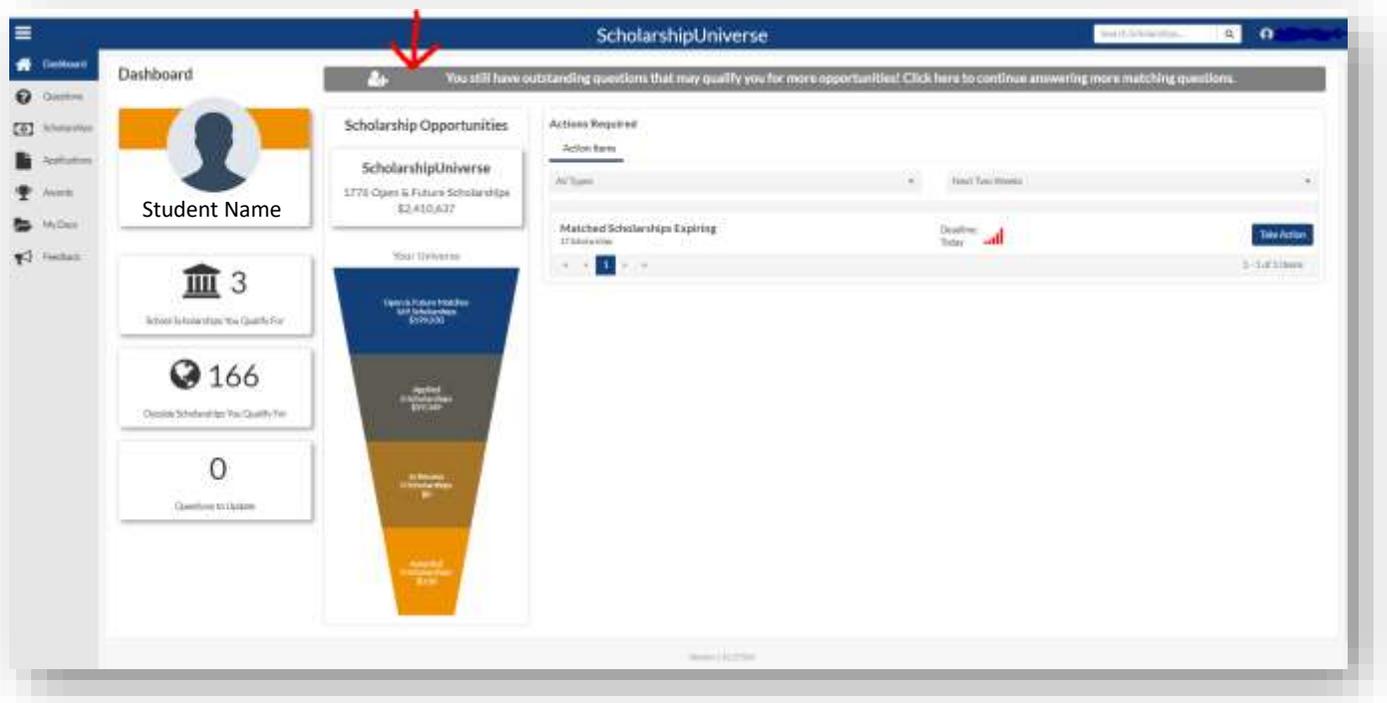


### Step 2

If you have already logged in and are simply returning to your account, you will be shown the **Dashboard**, with the invitation to answer more questions in a gray banner at the top of the screen. You

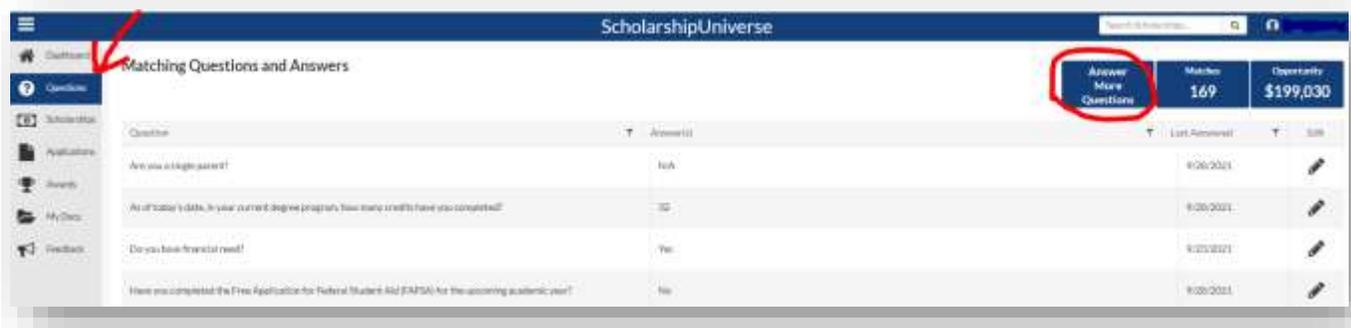
also have the option of choosing the 'Questions' tab on the left to continue answering questions, which will ultimately match you to more scholarship opportunities.

Review your **Dashboard** thoroughly. This is where you will see scholarships you have been matched with based on how you answered questions. You also see any outstanding items that require your attention.



### Step 3

Answer matching **Questions** so the scholarship application software can automatically match you with available scholarships. Remember, the more **Questions** you answer, the more scholarships you could match.

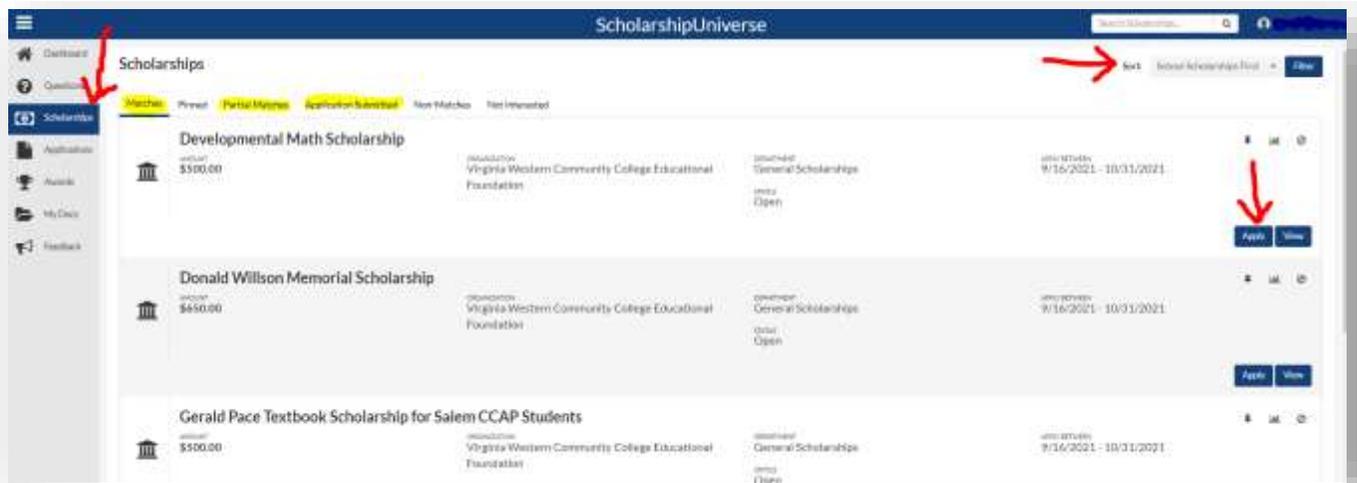


### Step 4

Review the **Scholarships** section, which has a number of tabs related to scholarships you may qualify for.

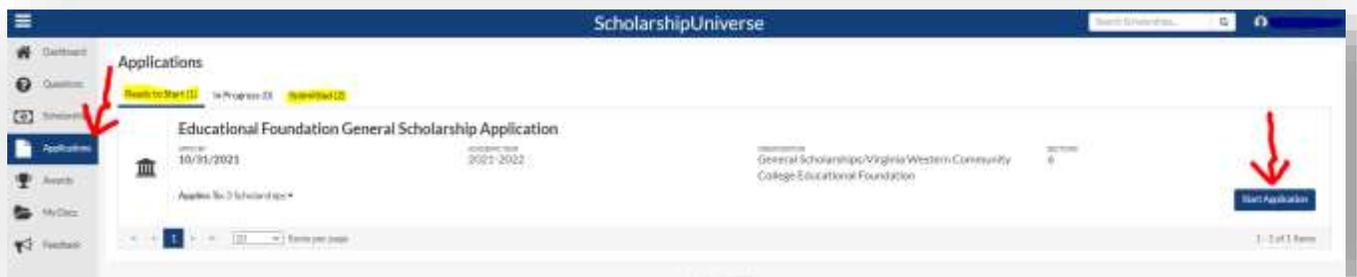
- **Matches:** scholarships within SU with which you have been matched.
- **Pinned:** scholarships you have previously pinned/saved.
- **Partial Matches:** scholarships for which you match at least one requirement.

- **Application Submitted:** scholarships for which you have applied.
- **Awarded:** scholarships you have been awarded.
- **Non-Matches:** scholarships with which you do not match.
- **Not Interested:** scholarships in which you do not have an interest, and which you have marked as such.



## Step 5

Within the **Applications** section you can review any active **Applications** you have started or submitted. If you select the Apply button on one of the scholarships from the **Scholarships** section, it will appear here.



## Step 6

The **My Documents** section is a place for you to upload or create documents (e.g. an essay or resumé) to assist with your scholarship applications. Active documents are those that are currently available to use while answering questions or submitting applications. Inactive documents are those that are not currently available but have been securely stored for future use.

