HOW TO APPLY FOR SCHOLARSHIPS IN AWARD SPRING

1) Go to: https://ridgewater.awardspring.com/ to access the Award Spring scholarship application page

2) First time users need to REGISTER and CREATE ACCOUNT with an email address and password.

- Type in the email address you use most. Type it ACCURATELY! No typos.
- Add your first name and last name
- Create a PASSWORD: 7 characters
- Read the Terms of Use and check “I agree…”
- Click CREATE ACCOUNT
3) This is the Dashboard. It will tell you the status of your application as you complete it. Click START APPLICATION to begin.

4) Complete each section of the application. READ the questions carefully!
5) Click NEXT STEP to proceed to the next section.

6) Complete the ACADEMIC INFORMATION section.

Note you must upload your most recent transcript to the application!

7) Click NEXT STEP to proceed to next section. (or click “Previous Step” to go back)
8) Complete the Financial Information and Qualification Questions sections. Read all questions carefully and answer accurately. Your answers help match you to potential scholarships!

9) The last section is the PERSONAL STATEMENT & RECOMMENDATIONS section where you are going to need to tell us about yourself and upload letter(s) of recommendation. You must provide this information:

SCHOOL & FAMILY ACTIVITIES: Describe any high school, college, or family activities (such as farming, babysitting, chores, etc.) that you have participated in and describe any leadership roles and awards you have received. (If you are not involved in activities, explain why).

EMPLOYMENT: List your past two jobs, including employer's name, job title, dates of employment, number of hours worked each week, and a summary of job responsibilities).

COMMUNITY SERVICE: Describe any community service/volunteering you have done, including organization/activity name, your duties & responsibilities, dates of service and any leadership roles or awards received.

This section also includes two short writing assignments that are very important:

Explain life experiences that have influenced your personal growth. This essay must include (1) significant events in your life influencing your personal growth and professional goals, (2) difficulties/obstacles you have experienced and how you have overcome these to become personally and academically successful. (Examples: personal & family hardships, disabilities, financial problems, language or cultural barriers, chemical dependency, etc.). (500 words)

Explain your interest/commitment in your program. This essay must include reasons why you chose your program of study, what your short-range and long-range education and employment goals are, and list any projects or activities you have accomplished related to your program of study. Up to 500 words.
10) Finally, you must upload at least ONE letter of recommendation. (Note you may upload up to but no more than 3 recommendations.)

![Upload Letters of Recommendation]

11) If you have completed all of the required section, the “Submit Application” button will be yellow and available to click. If you still have items to complete, it may be grayed out:

![Submit Application Button]

12) Once the application is submitted, your dashboard will look something like this:

![Dashboard Example]
The number of applied scholarships is going to very widely student to student. It will depend largely on what program you are in and how many scholarships are available for that program.

The yellow bar will show you if you have additional items needing completion. Remember that your application is not complete without the transcript and letter of recommendation uploads!

13) If there are additional items requiring completion, click the yellow bar to see what is needed. For example:

I have qualified for the Staff Technical scholarship, but it requires an additional item: a letter of recommendation from an instructor in my program. You must provide this additional required item and resubmit your application to complete it.

14) When your application is 100% complete, your dashboard will look like this:

Good luck!