These instructions will help you navigate the entire scholarship process. It is imperative that you read them in their entirety before you start or submit the Application.

All applications must be completed by **April 15th at 11:59 p.m.** to be considered for Fall semester awards or by **October 15th at 11:59 p.m.** to be considered for Spring semester awards. You will not be able to change responses or upload additional information after this deadline.

1. **Who is Eligible for Ridgewater College Scholarships?**
   - Ridgewater College students who:
     - Have completed the Admissions process for Ridgewater College;
     - Are enrolled next semester in a minimum of 6 credits
     - Are in good academic standing (cumulative GPA 2.0 or higher, 67% completion rate of credit load, and is not on academic warning, suspension or probation)
     - Are not a Post-Secondary Enrollment Option (PSEO) student for the next semester

2. **Items needed to start a scholarship application**
   - An authenticated Star ID and password for Ridgewater College (issued after completing Application for Admissions)
   - Optional: Email address of a person (or persons) who will provide a Letter of Recommendation

3. **Fill Out General Application**
   - Once you are admitted as a student to Ridgewater, you may apply for scholarships.
   - Go to [www.ridgewater.edu/scholarships](http://www.ridgewater.edu/scholarships) to access the Ridgewater College Foundation online scholarship application.
   - Enter your StarID (username) and password to sign in.
     - **Note:** You must complete an application for admission to Ridgewater College to obtain an authenticated StarID
     - [http://www.ridgewater.edu/applynow](http://www.ridgewater.edu/applynow)
   - When you first login, you’ll be directed to the General Application. Complete all of the fields under the **Profile Information** link.
The Ridgewater College Foundation asks for you to provide information that is considered private and/or confidential under state and federal laws. The Foundation is asking for this information in order to consider and process your scholarship application. You are not legally required to provide the information being requested, however, the Foundation may not be able to effectively process your application with out.

You may work on your application over time. Be sure to click the “Save and Keep Editing” button at the bottom of the page each time you exit to save your work in process.

When your application is complete, click the Finish and Continue button at the bottom of the page to submit your General Application.

4. Check for Additional Recommended Opportunities
   a. Once you have completed and submitted the general application, you will land on this page.
   b. **This Start Applying button is somewhat misleading!** By submitting your General Application, you have already applied and the system has already auto-matched you to the scholarships it determined you qualified for but you won’t be shown which ones.
   c. The green Start Applying button will take you to one of 2 places:
      1. to the All Opportunities page, if there is nothing more for you to do and your application is complete, pending any outstanding recommendations; or
      2. To the Recommended Opportunities page IF there are additional opportunities for which you may qualify. There is additional information required to be considered for these; your Recommended Opportunities screen will look something like this:
   d. Next to each recommended opportunity, read the description and then click Apply button to review additional criteria and questions. If you are qualified, answer questions specific to each recommended opportunity, then click Finish and Submit.

Before submitting your application: Be sure to answer all questions carefully and thoroughly. Your answers will determine your eligibility for Ridgewater College Foundation’s scholarships. Also, check for proper spelling, punctuation, capitalization and grammar. Ask someone to proofread your application before the deadline. It is recommended that you draft your essay questions in a word processing program and then copy and paste into the application. Incomplete applications and 1-2 sentence answer may disqualify your application.
5. Request Recommendations
   a. In order to request a recommendation within the application system, you must have your recommender’s email address(es).
   b. Before sending the recommendation request(s) via email, you should contact your reference(s) to ask if they are willing to provide a recommendation on your behalf. Explain the purpose of the recommendation and give them the deadline. Ask early to give them plenty of time to process your request. Let them know they will be receiving an email with a link to use for providing their recommendation.
   c. From the recommendation link, recommenders will first log in and provide their own personal information. Then, they will provide ratings of the applicant in areas like Attendance, Dependability, Integrity, Commitment to Program etc, as shown below:

   Finally, recommenders will have an opportunity to either type in a summary of what they know about the applicant on this page OR upload a letter of recommendation document (Word or PDF) before clicking Save or Submit.

6. Manage your Recommendations (References)

Visit your Ridgewater College Foundation scholarship account periodically before the deadline to manage your references. You are strongly encouraged to check your application to ensure your letter(s) of recommendation have been submitted. You may do this by going to the “references” tab in your scholarship account. If you have not received your recommendation letters, you have the ability to resend the reference link as a reminder. You may also change your references; however, please note that only two most current names and email addresses you provide will serve as your reference. Your references must submit their completed online letter of recommendations no later than 11:59 p.m. on April 15th or 11:59 p.m. on October 16th.

Note: You will not be able to open or view submitted recommendations, but you will be able to see if they have been submitted.
7. Manage Your General Application

Visit your Ridgewater College Foundation scholarship account periodically before the deadline to manage your General Application. Double check your answers to make sure you have all the correct information. You are able to make corrections and update your answers until the application deadline.

On your General Application, be sure to sing your praises! Emphasize activities that show your talents and passions, and include things that demonstrate your ability to lead, take initiative, and care for your community. Don’t underestimate yourself – employment and family responsibilities can say a lot in your favor as well.

8. Selection and Awards

a. The Scholarship Selection Committee will review all eligible applications. When final selections are made, you’ll be notified through your Ridgewater College e-mail account (or the primary email address you provided on the application).

b. Notifications to scholarship recipients will be sent out 4-5 weeks after the deadline.

c. If a scholarship has been awarded to you, you will see it on your dashboard inside the system next time you log in.

d. You are responsible for accepting your scholarship award by the deadline by logging into the scholarship system and following all directions.

e. We require that you complete the acceptance process and provide both a thank you letter and an appropriate head and shoulders (professional) photo of yourself which will be used for our marketing purposes.

QUESTIONS?

Please contact Stephenie Jimenez at 320-222-6095

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