

**How to apply for a Scholarship**

1. Application period opens January 1st, log on to our website comm-foundation.org (**Do Not Use** Internet Explorer, it is not compatible with our online system.)
2. Click on **Scholarships.**
3. Click on **Apply.**
4. Create a user name and password (**WRITE IT DOWN**, you will need these to sign back on later).
5. Go to your email **(Do not use your high school email, you must use an email that will be valid after graduation)** and wait for your confirmation and then click the link.
6. Now you are at the General Application, you may begin answering the questions.

 **Things to keep mind:**

* Remember to hit **save** if you are not ready to submit your application.
* Any documents that you upload must be in **PDF**!!!
* A great number of our scholarship opportunities are financial need based. The proof of financial need (the first page of the Student Aid Report) is not required; however, you will be limiting the number of scholarships you will qualify for if it is not submitted.
* It would be wise to compose your essay in Word, and then have someone proof it for you to avoid mistakes. Most reviewers put a great deal of emphasis on the essay.
* To select multiple activities, you must hold the “Ctrl” key down while you select.
* There are 3 spaces at the bottom of the application, they are for documents such as; awards, certificates, college acceptance letters or personal stories.
1. Once your application is completed hit **Submit,** until this is done your application will not be accepted!
2. You will receive a list of recommended opportunities, click on the name of the scholarships one at a time and read the description to see if you actually qualify, then click apply.
3. After you have applied to all of the recommended opportunities, you may look for other scholarships.
4. Go to the Search Bar and type in your school name and do a search. It should list the opportunities available to your specific school.
5. Broaden your search by typing your county in the Search Bar.
6. You can also try the college, university or trade school that you will be attending, your field of study, or sports that you played in high school and other key words.

 Good Luck!!!

 **Linda Welch ~ Scholarship Administrator ~** **linda@comm-foundation.org** **~ 724-981-5882**