Scholarship Application Frequently Asked Questions

1. **Who can apply for scholarships?**
    In order to apply for Skyline College/CSM/Canada scholarships, you need to have a student ID number (G Number).

2. **What if a question on the application does not apply to me?**
    If a required question does not apply to you, simply type in N/A for not applicable and proceed to the next question. Do not leave any required questions blank, as that will prevent you from proceeding with the application.

3. **Why is my degree not listed in the academic section of the application?**
    In the opening questionnaire you are asked what degree you will be or are currently pursing at Skyline College. If you accidentally chose the wrong degree, then you will not be given the correct options for majors. If you don't know what degree your major is under, please feel free to look at Skyline Colleges General Catalog to determine the appropriate degree.

4. **I am double majoring, but the application only lets me pick one major, what do I do?**
    You can only pick one major. Pick the one that most applies to your career goal.

5. **How do I submit my personal statement?**
    Once you are prompted to submit your personal statement, click on the "Edit" button on the right-hand side of the screen. A new window will open and you will be able to either type in or paste it from another document, such as Microsoft Word. Once you have completed your personal statement, click the "submit" button.

6. **How do I turn in my letter of recommendation?**
    Letters of recommendations can be turned in in the following ways. In any way please make sure that the student name is listed in or on the letter of recommendation and that letters of recommendation need to be turned in no later than the February 16th deadline. No exceptions.
    *   You may upload your letter of rec. in the letter of rec portion on the STARS application itself.
    *   You may turn in a sealed letter of rec. into the financial aid office

7. **How do I upload my SMCCD transcripts?**
    *   Log on to your Websmart
    *   Click on "Student Records"
    *   Click on "Request Unofficial Transcript"
    *   Type in the email where you would like your transcript sent and verify the email
    *   Open your email and save the attached transcript to your desktop.
    *   Go back to STARS and upload the transcript from there.

8. **I can only see a few scholarships, how can I see more scholarships?**
   After you submit your application, you will be presented with a list of "Recommended Scholarships". These scholarships are the ones that you have a higher chance at receiving due to the fact that they are being recommended to you based on the questions that you answered and the information you provided on your application. If you would like to see all of the scholarships that you may potentially qualify for, click on "View All Scholarships".

9. **I see a list of scholarships; does that mean I applied for all them?**
   No! In order to apply for a scholarship you will need to apply for each scholarship individually by clicking on the "Apply Now" link next to each scholarship's name. Once you click on the link you will be given a description of the scholarship and its requirements. Read all of the requirements carefully, since you must meet all of the requirements in order to qualify for the scholarship. If you meet all of the requirements, check all of the boxes on that page and click on the "Apply Now" now link at the bottom of the page. If you do not meet all the requirements, do not apply as you will not be eligible to receive it at the time of disbursement because you entered incorrect information. **All information is verified upon disbursement of funds.**

10. **I logged out of the scholarship application, but received no notification of my application being submitted, does that mean it wasn't submitted?**
    Once you click on the "Done Applying for Scholarships" you will automatically be logged out of the scholarship application. Although you do not receive any notification, once you log out you will see a blue screen with the words "Central Authentication Systems". Upon seeing this screen, rest assured that your scholarship application was successfully submitted. You can always log back into your application up until the application deadline to verify what you submitted or to make changes.

11. **I clicked on the "Done Applying for Scholarships" link, but I need to change something on my scholarship application, can I still log back in?**
    Yes, you can log back in as many times as you'd like up until the deadline to apply and make any changes.

12. **Can I submit my application after the deadline due to an unforeseen circumstance/emergency that arose last minute?**
    No late applications will be accepted – no exceptions! In order to avoid missing the scholarship deadline, we suggest you start your scholarship application early because technical difficulties, emergencies, etc. may come up the day before the deadline and we will not be able to make a special exception.

The deadline to submit a scholarship application is Thursday, February 16th by 11:59 pm.

If you have any further questions or need additional help with your scholarship application, please feel free to contact the Scholarship Coordinator at your College.