

## How to Apply for Clark College Foundation Scholarships

1. Select the **Apply Now** link on our website to access the application.
2. Review the requirements. If you qualify, select **Preview** to see the application or **Apply** to proceed with applying. (If you already have a SmarterSelect account, you can select **Sign In** instead.)
3. Select the **Create New Account** tab and enter your personal information. Be sure that your profile name matches Clark College records. Please use an email address that you check regularly. If you choose to opt-in for SMS messaging, we will be able to provide application updates via text message.
4. Now you can begin the application. Select **Next**.
5. There are 7 pages to the application, and you can navigate between them by using the menu on the right-hand side. Once you have visited a page, you can navigate back to it after moving on by selecting the page name. If you leave a section without completing it, the page title will turn red so that you know the information is incomplete. At any time, you can select **Save** (to the right of the **Next** button) to save your progress and return to the application later.
6. **Contact Information:** Complete this section with your personal information. Not all fields are required, but please share as much information as you feel comfortable. We use this data to learn how well we are reaching different populations of students within the Clark community. When you are done, select **Next**.
7. **Education:** Please be thoughtful about your response and do not hesitate to reach out to the Language & Writing Center for help. When you are done, select **Next**.
8. **Transcripts:** To begin this section, you will need to select the situation that best describes where you are in your academic journey. Once you make a selection, more detailed instructions will appear on the page. You can attach your transcript by clicking the **Select File** button. It is very important that your transcript is a PDF that is legible and in English, or the Committee will not be able to score it.
9. **Specific Eligibility Questions:** The questions on this page help us to match you with appropriate scholarships. The more questions you answer, the better we can find opportunities that match your personal experiences. Most of the questions will default to “No” to save you time.
10. **Accomplishments:** In this section, you will be able to tell the Committee more about how you spend your time outside of school. You may not have information to

include in all three sections, but the more information you provide, the better your committee score.

11. **Recommendations:** You will need to provide one letter of recommendation from a professional reference. Preference will be given to recommendations from instructors, but other professional references (e.g., academic counselor, employer, volunteer supervisor, etc.) are also accepted. Letters from family, friends, or non-professionals will not be considered. You can attach your letter by clicking the **Select File** Button. The file must be in PDF format.
12. **Certification:** The final page of the application asks you to certify your submission. Please read the statements and select **Agree** from the drop-down menu and type your name. Your application will not be received until you select **Submit**. Once it is submitted, you will not be able to make any further changes.
13. **You're all done!** After you submit your application, you will be able to download a PDF copy for your records. After the application window closes, allow up to seven weeks for committee review and the awarding process. The CCF Scholarship team will send you an email to let you know if you have been awarded a scholarship.