

Guide to Completing the Leeds Business Major Scholarship Application

Link to log in to Scholarship Application:

<https://uceeds-c.starsscholarshipsonline.com/STARS/Default.aspx>

For any scholarship questions, please contact: LeedsSTARS@colorado.edu

Browser Note: The preferred browser is Internet Explorer, but you should be able to use Google Chrome, Mozilla Firefox, or Safari.

1. Log in using your IdentiKey and password.



The screenshot shows a web page for the Leeds Business Major Scholarship Application. At the top, there are three navigation tabs: 'Login', 'Scholarships', and 'Donors'. The main content area features a background image of the Koelbel building entrance with people walking. Overlaid on this is a white login form with a red circle around it. The form contains the following elements:

- A header text: "This scholarship application is for CURRENT STUDENTS only. Use your CU IdentiKey and password to log in."
- A sub-header: "Deadline: March 2, 2015"
- A title: "Login"
- Input fields for "Username:" and "Password:"
- A checkbox labeled "Remember My Login"
- Buttons for "Clear" and "Login"

At the bottom of the page, there is a footer with the following text:

Leeds School of Business
University of Colorado at Boulder
Please **Contact Us** (LeedsSTARS@colorado.edu) if you any questions or issues with the application.
Scholarship Deadline: March 2, 2015

2. **Select an Award Period:** All Business Majors should select the second radio button '2015-2016 Business MAJOR'.

Select an Award Period

Please Select an Award Period for which to Apply, then click Next.

	Academic Year	Application Status	Completed
<input type="radio"/>	2015-2015 Fall Business MINOR	No Application	No
<input checked="" type="radio"/>	2015-2016 Business MAJOR	Step 7 - Letter of Recommendation	No

Cancel **Next**

3. **Personal Information:** After just a few seconds, you should be redirected to your personal information. Complete it and click 'Save and Continue'. We do not track gender or ethnicity for scholarship awards, so please select 'Not Applicable' for both.

All fields marked with a red asterisk (*), throughout the application, are required.

If at any point in the scholarship application process, you need to exit the application, complete the page you are on and click 'Save and Exit' at the bottom. The next time you log in, you will automatically be directed to the page you left off.

Save and Exit
Save and Continue

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You can navigate to different sections of the application by clicking on the tabs at the top of the application:

Scholarship Application Wizard

CU Leeds encourages scholarship applications from qualified students regardless of color, race, religion, national origin, gender, disability, or marital status.

Personal Information

Opening Questionnaire

Academic Information

Free Form Essay Questions

Attach Documents

Recommended Scholarships

4. **Opening Questionnaire:** After just a few seconds, you should be redirected to the beginning of the scholarship application. Select 'Continue', answer the 22 questions 'Yes' or 'No', and click 'Save and Continue'.



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Scholarship Application - Opening Questionnaire

Please fill out all required fields to the best of your ability and click Continue to proceed to the next part. You can also save your progress and exit the system by clicking the Save and Exit button. You can return any time to complete the process.

***Please click "Continue" and answer all of the following questions before clicking "Save and Continue". You will not be considered for a scholarship if you don't complete the questionnaire. As you answer each question, the next will appear.**

Continue

***Are you a current business major?**

Yes No

***Are you a Colorado resident?**

Yes No

*** Are you currently participating in the Diverse Scholars Program (DSP) or the Multicultural Business Students Association (MBSA)?**

Yes No

Save and Exit

Save and Continue

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5. **Academic Information:** Enter your major area of study/program, expected graduation date, current grade status, and earned credits. Click 'Save and Continue'.

Scholarship Application - Academic Information

Please fill out all required fields to the best of your ability and click 'Continue' to proceed to the next part. You can also save your progress and exit the system by clicking the 'Save and Exit' button. You can return any time to complete the process.

Current Student

*Exp. Degree:
Bachelor of Science(BS)

*Major area of study or program:
Accounting/Finance (BS)

*Exp. Graduation Date:
12/2014 MM/YYYY

*GPA:
3.00

*Student Grade Status:
2. Sophomore

*Earned Credits:
60

Save and Exit Save and Continue

- 5A. **Free Form Essay Question:** The free form essay question is optional. To add your response, click 'Answer' next to the question.

- 5B. **A pop-up box will appear. Edit/format in the dialog box as necessary.**

You are able to save your essay progress and come back to it later; however, the system does time out often so make sure to save often.

Scholarship Application - Free Form Essay

Your answers to the following question(s) will help the scholarship selection committee decide which applicants best meet the eligibility requirements for each scholarship. We recommend you cut and paste your answers from a Word document because this page may timeout. It's the quality, not the length, of your responses that counts! Type 'N/A' if the question does not apply.

Question 1 (OPTIONAL) Cancel Delete Save

If you are financing a portion of your education, what percentage are you financing and by what means (i.e. loans, part-time job, etc.)? Your answer to this question will assist the committee in the selection of need-based scholarship recipients. (OPTIONAL)

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Font Face (Arial), Font Size (10pt).

SAMPLE: I am financing 75% of my education through loans and two part-time jobs.

- 5C. **Once you click 'Save', the dialog box will disappear, and you will be taken back to the scholarship application. Once you have added/edited your answer. Click 'Save and Continue.'**

6A. **Attach Documents: REQUIRED.** To upload your **resume, unofficial transcript, and personal essay** click the 'Save and Continue' button. **DO NOT** upload your documents on this page.



Scholarship Application Wizard

CU Leeds encourages scholarship applications from qualified students regardless of color, race, religion, national origin, gender, disability, or marital status.

Personal Information	Opening Questionnaire	Academic Information	Free Form Essay Questions	Attach Documents	Recommended Scholarships
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Scholarship Application - Upload Documents

Please click Save and Continue to upload your Required Documents. Please do not upload them here.

Available Document Space 0% of 10 MB
 Space Usage: 0 Bytes

Title	File Name	File Size	Date Modified	Options
Please click 'Save and Continue' to upload your required documents. Do not upload any documents here. Click here to upload a file				

6B. You are then taken to the Recommended Scholarships tab where you click on 'Apply Now' to upload your required documents. (There is only one scholarship listed, the 'Universal Business Scholarship'. By applying to this one scholarship you are eligible for all Leeds Undergraduate Scholarships.)

Personal Information	Opening Questionnaire	Academic Information	Free Form Essay Questions	Attach Documents	Recommended Scholarships
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Scholarship Application - Recommended Scholarships

Recommended Scholarships

You are not done and have not applied until you click the 'Apply Now' button next to the scholarship listed below to upload your required documents and complete the brief certification questions.

Once the Status on the scholarship(s) listed below says 'Applied', you are done with your application and can Logout.

Scholarship Name	Status	Action
Universal Business Scholarship		<input type="button" value="Apply Now"/>

6C. **Required Documents:** Click 'Upload File' next to the appropriate document. A pop-up box will appear. Title your attachment. Click 'Browse' to find the attachment on your computer. Click 'Upload'. The dialog box will disappear. Your application is not complete until you have uploaded a resume, unofficial transcript, and personal essay, and completed the brief certification questions. If you agree with all three statements, check


the boxes and click 'Apply Now'. If you do not agree to the three statements then you cannot apply to the scholarship and will not be eligible.

Universal Business Scholarship

By applying to this scholarship, you will be considered for all business school scholarships.

Application Deadline: 03/02/2015 Number of Awards: Varies Amount of Awards: \$0.00

Scholarship Documents:

Available Document Space  3% of 10 MB
Space Usage: 273.26 KB

Resume (Required) Download File Upload File Delete File

Title	File Name	File Size	Date Modified	Options
There are currently no files assigned to this repository. Click here to upload a file				

Unofficial Transcript (Required) Download File Upload File Delete File

Title	File Name	File Size	Date Modified	Options
There are currently no files assigned to this repository. Click here to upload a file				

Personal Essay
The purpose of the essay is to tell the committee about yourself and why you are deserving of a scholarship. Your essay should be no longer than two pages. (Required) Download File Upload File Delete File

Title	File Name	File Size	Date Modified	Options
There are currently no files assigned to this repository. Click here to upload a file				

I confirm that I meet **ALL** the eligibility requirements listed above for this scholarship.

In submitting this application, I agree to release my directory information to scholarship donors if requested.

I hereby authorize release of information contained in this application, my transcript, and any additional information to the Scholarship Selection Committee.

Return to Scholarships Search Save and Apply Later Apply Now

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Scholarship Deadline: March 2, 2015

7A. Review Information: Please review your personal and academic information. If you see something that needs to be changed, please click the appropriate 'Edit' button, make the change(s), and click 'Save and Continue' to progress back through the application until you reach the same review page.

7B. Recommended Scholarships: All students who apply and meet the minimum, basic qualifications will be recommended to apply to one scholarship: the Universal Business Scholarship. You will likely be eligible for several scholarships, and the review committee will review all applications to assess eligibility. **Click 'Apply Now'.**