## **Guide to Completing the Leeds Business Major Scholarship Application**

Link to log in to Scholarship Application:

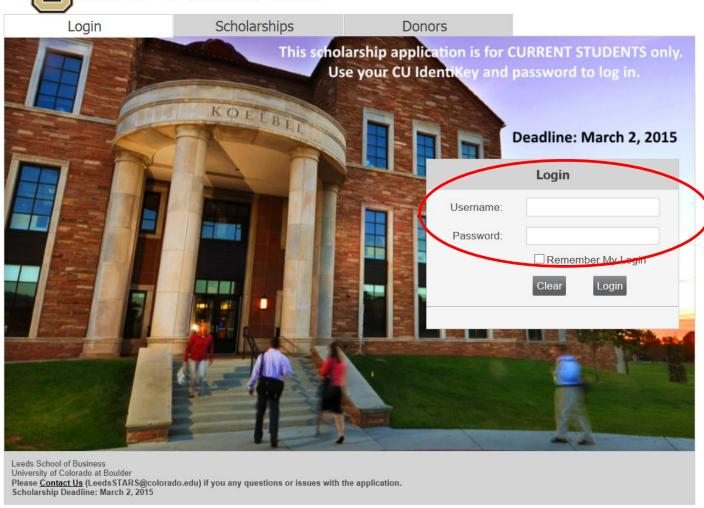
https://ucleeds-c.starsscholarshipsonline.com/STARS/Default.aspx

For any scholarship questions, please contact: <u>LeedsSTARS@colorado.edu</u>

**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.





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

## Select an Award Period

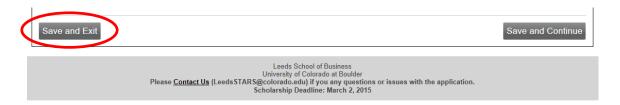
Please Select an Award Period for which to Apply, then click Next.

	Academic Year	Application Status	Completed
C	2015-2015 Fall Business MINOR	No Application	No
•	2015-2016 Business MAJOR	Step 7 - Letter of Recommendation	No
Cancel Next			

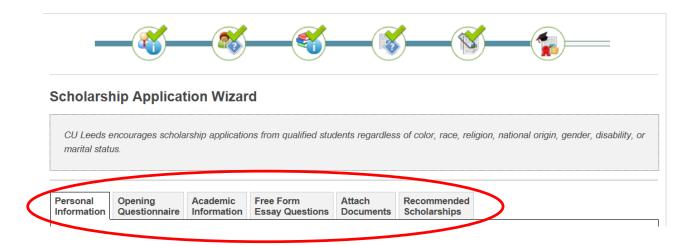
**3. Personal Information:** After just a few seconds, you should be redirected to your personal information. Complete it and click 'Save and Continue'. We do not track gender or ethnicity for scholarship awards, so please select 'Not Applicable' for both.

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

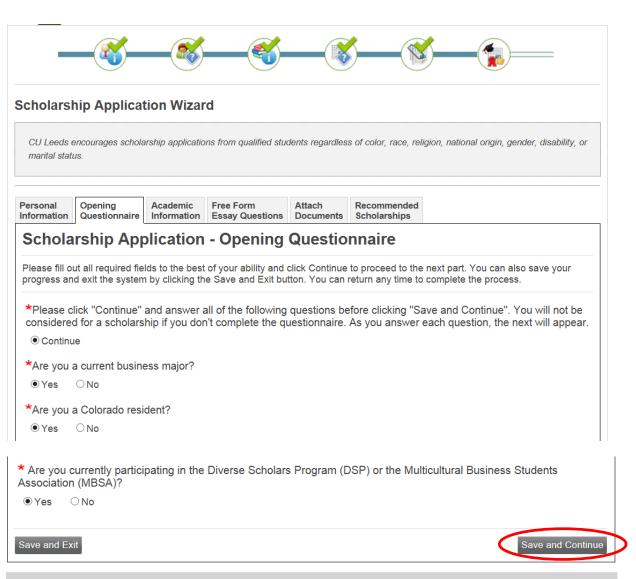
If at any point in the scholarship application process, you need to exit the application, complete the page you are on and click 'Save and Exit' at the bottom. The next time you log in, you will automatically be directed to the page you left off.



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

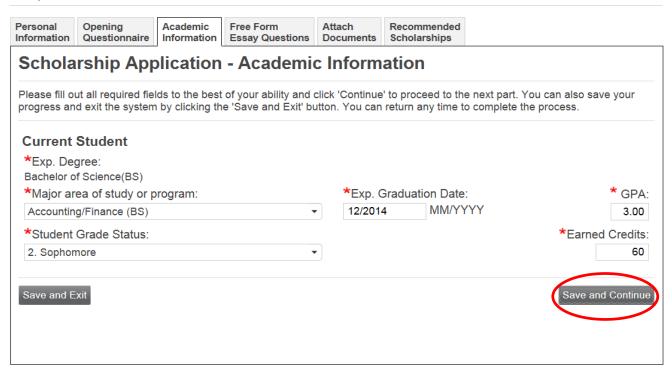


4. **Opening Questionnaire:** After just a few seconds, you should be redirected to the beginning of the scholarship application. Select 'Continue', answer the 22 questions 'Yes' or 'No', and click 'Save and Continue'.



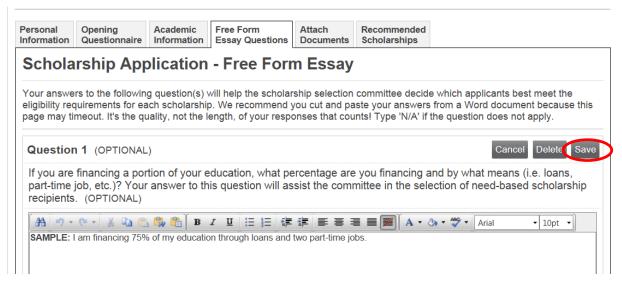
Leeds School of Business
University of Colorado at Boulder
Please <u>Contact Us</u> (Leeds STARS@colorado.edu) if you any questions or issues with the application.
Scholarship Deadline: March 2, 2015

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

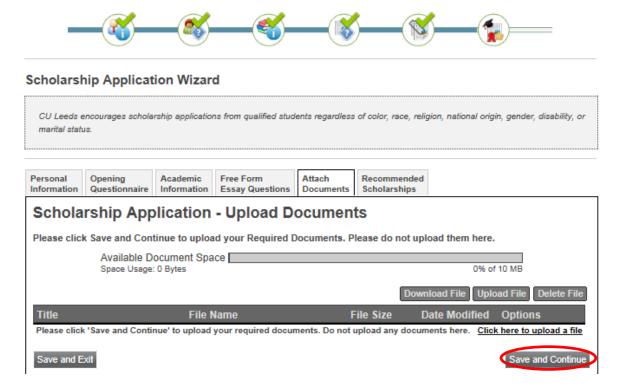
You are able to save your essay progress and come back to it later; however, the system does time out often so make sure to save often.



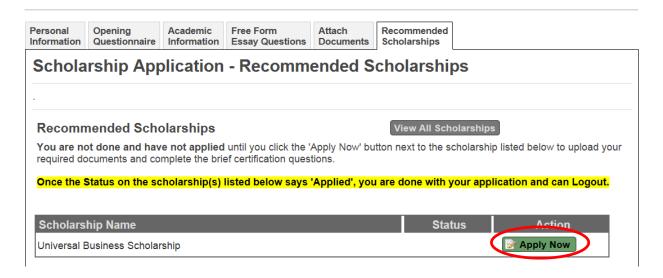
5C. Once you click 'Save', the dialog box will disappear, and you will be taken back to the scholarship application.

Once you have added/edited your answer. Click 'Save and Continue.'

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

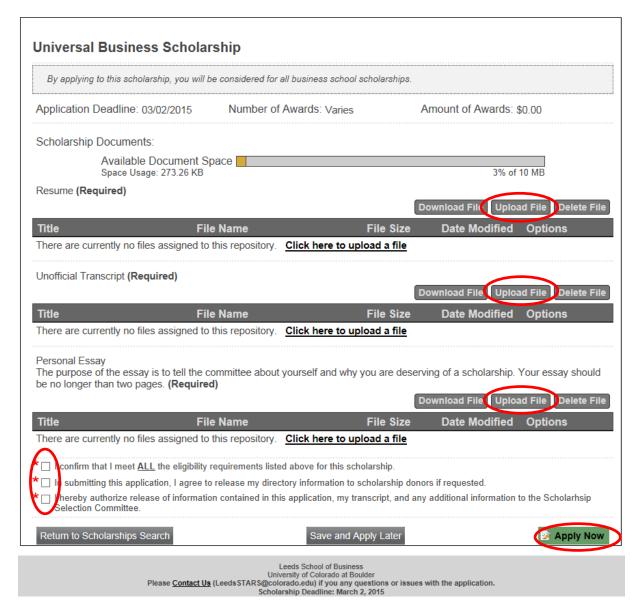


6B. You are then taken to the Recommended Scholarships tab where you click on 'Apply Now' to upload your required documents. (There is only one scholarship listed, the 'Universal Business Scholarship'. By applying to this one scholarship you are eligible for all Leeds Undergraduate Scholarships.)



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.



- **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'.**