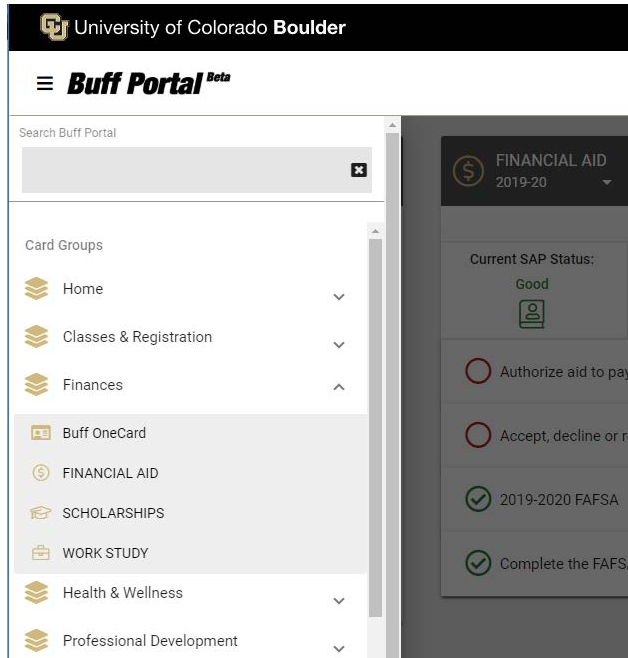
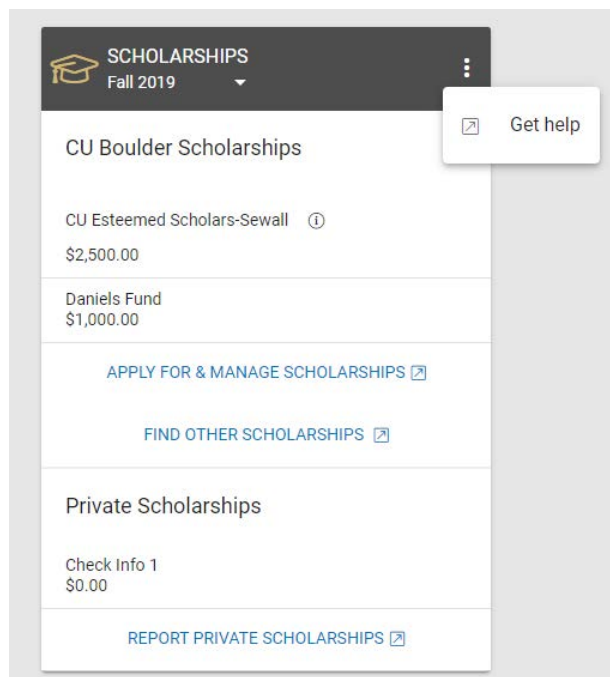


## Step-by-Step Guide to the Scholarship Application for Continuing Students

1. Navigate to the **Scholarships card** in Buff Portal. The Scholarships card is found within the Finances card group within the main menu.



2. Click '**Apply for & Manage Scholarships**'. A new tab will open the CU Boulder Scholarship Application.



- Now you are in the scholarship application where you will answer questions for the general application.

# Be Boulder.



My Applications    Opportunities    Account

### Application Progress

- General Application

Required fields are marked with an asterisk.

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**.

*CU Boulder has a responsibility to provide a safe and nondiscriminatory environment. If your application references sexual misconduct or protected class discrimination or harassment, the Office of Financial Aid is obligated to report allegations of this nature to the Office of Institutional Equity and Compliance (OIEC). OIEC may contact you in this case, but you are not required to respond.*

#### General Application Questions

\* Preferred First Name:

\* Last Name:

\* What is your intended graduation date from CU Boulder? If exact date not known, use 05/15/YYYY or 12/15/YYYY.

Please enter a date formatted like MM/DD/YYYY.

Will you be a full-time or part-time student in the upcoming semester?  
 Full-Time (Undergraduates: 12 or more hours enrolled; Graduate and Law: 9 or more hours enrolled)

- When completing the essay portion of the general application, you may click '**Save and Keep Editing**' and return to it later if you are not ready to submit your essay yet. Updates can be made to the general application until the application deadline.

\* The Colorado Creed declares that here, at CU Boulder, we “Act with honor, integrity, and accountability” in our interactions with fellow students, faculty, staff, and the community. As a member of this community which is committed to these values, tell a story from your life when you had to make a choice in which your honor, integrity, or accountability was tested. Who was impacted by this choice and how did it help shape your character?

B I [List Icon] [List Icon]

Help Preview Edit

Words Used: 0 out of 800

Example Formatting: **\*bold\***, *\_italics\_* Full Screen [Full Screen Icon]

5. Next, you may see additional recommended opportunities based on your general application. Click on a scholarship name to view the full description, requirements and more details.

The screenshot shows a navigation bar with 'My Applications', 'Opportunities', and 'Account'. A green notification bar at the top states: 'Your submitted general application has been successfully updated.' Below this, the 'Application Progress' section shows 'General Application' as completed and 'Other Recommended Opportunities' as pending. The 'Recommended Opportunities' section features a 'Show Filters' button and a callout box titled 'Almost Done!' with the text: 'Your previous applications have qualified you to apply to additional opportunities. We've recommended the ones you are most qualified for and have made those available here.' Below the callout, a card for the 'Marci Glazer Crosby Memorial Scholarship' is visible, showing an award of '\$800.00' and a description: 'The Marci Glazer Crosby Scholarship is for the benefit of any student, undergraduate or graduate, with special academic or medical needs....' An 'Apply' button is present, with a deadline of 'by 03/06/2019'. An 'Applicant Record' button is also visible in the bottom left.

6. Click 'Apply' to complete an application for a recommended scholarship.

The screenshot displays the details for the 'Marci Glazer Crosby Memorial Scholarship'. The title is 'Marci Glazer Crosby Memorial Scholarship'. The description reads: 'The Marci Glazer Crosby Scholarship is for the benefit of any student, undergraduate or graduate, with special academic or medical needs. Applicants must demonstrate financial need.' Below the description, the 'Award' is listed as '\$800.00' and the 'Deadline' is '03/06/2019'. The 'Supplemental Questions' section contains two numbered items: '1. Discuss your special academic or medical needs. (500 word limit)' and '2. Please upload documentation of a special academic or medical need as defined by your doctor or counselor. This information will remain confidential and will only be used to verify eligibility for the scholarship.' An 'Apply' button is located in the bottom right corner.

7. Recommended scholarships may require additional questions, essays and or references.

The screenshot shows a web interface for an application. At the top, there are navigation tabs: 'My Applications', 'Opportunities', and 'Account'. The main content area is titled 'Marci Glazer Crosby Memorial Scholarship'. On the left, there is a sidebar with fields for 'Description', 'Deadline' (03/06/2019), 'Category' (New), and 'Supporting Documents' (Applicant Record, Profile). The main text area contains instructions: 'Required fields are marked with an asterisk. You can save your application at any time by clicking Save and Keep Editing at the bottom of the form. Once completed, you can submit your application by clicking Finish and Submit.' Below this is a section for 'Application Questions' with a prompt: '\* Discuss your special academic or medical needs. (500 word limit)'. A rich text editor is provided with buttons for Bold (B), Italic (I), Bulleted List, and Numbered List, along with 'Help', 'Preview', and 'Edit' buttons. At the bottom right, there are two buttons: 'Save and Keep Editing' and 'Finish and Submit'.

8. Click 'My Applications' to view the status of your general and recommended applications.

The screenshot shows the 'My Applications' status page. At the top, there are navigation tabs: 'My Applications', 'Opportunities', and 'Account'. The main content area is titled 'Status'. Below the title, there are two summary boxes: 'Recommended Opportunities Submitted 0 of 1' and 'General Applications Submitted 1 of 1'. Below these, there is a section for 'General Application' with an information icon. The application is listed as 'Submitted' and 'General Application'. At the bottom of the application card, there is an 'Update' button.