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# Scholarship Application User's Guide

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# Introduction

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Welcome to Scholarship Application User's Guide created by Greater Houston Community Foundation Scholarships Team. Thank you for your interest in applying for a scholarship offered through our organization. This guide is intended to provide an overview of our scholarships application system. Here you will find how to apply for any scholarship(s) for which you are eligible at [www.GHCFscholar.org](http://www.GHCFscholar.org). For any questions not addressed in this manual, contact us at [scholarships@ghcf.org](mailto:scholarships@ghcf.org) or 713-333-2230. Best of luck in the application process!

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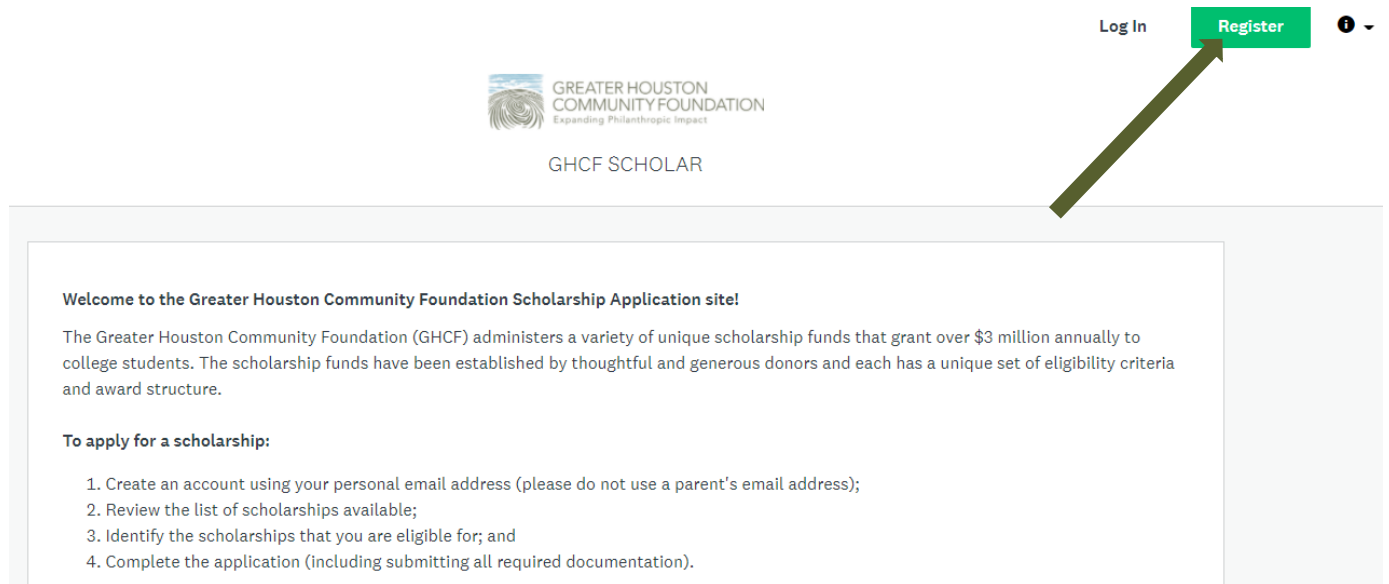
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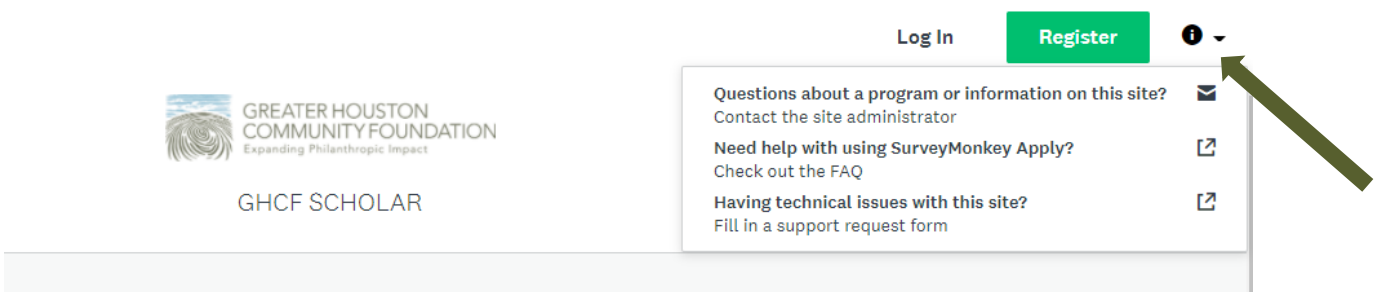
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# I. Register for an account:

1. Visit [www.GHCFscholar.org](http://www.GHCFscholar.org) and click the green "Register" button to create an account if you don't already have one.



2. You will receive a confirmation email after registering for an account. Be sure to confirm the registration through the link provided in the confirmation email.
3. If you need additional help or information, click on the black "Information" button to see a dropdown menu for help options. Note the "Information" button is always available at the top right of the screen when you are logged in to your account.



## II. Find a scholarship:

1. Log in to [www.GHCFscholar.org](http://www.GHCFscholar.org) with your account information.
2. Scroll down to “Programs” to see a full list of scholarships accepting applications. You can change how to view the scholarships by clicking the list or windowpane buttons next to the search bar.

Eligible Programs ▾

Search programs.. Q

**Healthcare and Nursing Education Founda...**  
Accepting applications from Jan 4 2022 08:00 AM (CST) to Feb 28 2022 11:59 PM (CST)  
Benefiting individuals who demonstrate the desire and ability to pursue a professional nursing career in the Greater Houston area  
[MORE >](#)

**Scholarship Renewal Application**  
Accepting applications from Jan 4 2022 08:00 AM (CST) to Feb 28 2022 11:59 PM (CST)  
Application for renewal scholarship students only  
[See my application](#) [MORE >](#)

**Mary Ann Wallace Memorial Scholarship**  
Accepting applications from Dec 14 2021 08:00 AM (CST) to Jan 31 2022 11:59 PM (CST)  
Benefiting graduating seniors of Cristo Rey Jesuit College Preparatory High School  
[MORE >](#)

**Patrick J. Kiley/Houston AGC Scholarship**  
Accepting applications from Dec 1 2021 08:00 AM (CST) to Jan 31 2022 11:59 PM (CST)  
Benefiting employees and/or dependents of members of an AGC Houston member firm or an AGC Student Chapter  
[MORE >](#)

3. To view full eligibility criteria and award information, click on the green “More” button. Please review the detailed eligibility criteria and application deadlines carefully.

# III. Apply for a scholarship

1. To access the application of the scholarship(s) you are interested in, click on the green "Apply" button on the far right-hand side of the screen.



A screenshot of a scholarship application page. On the left, the title "Patrick J. Kiley/Houston AGC Scholarship" is displayed above "Eligibility Criteria:" which lists two requirements: "Applicant must pursue a degree relating to a career in construction" and "Applicant must be an employee or a dependent of an employee of an AGC Houston member firm or an AGC Student Chapter member". On the right, a blue "APPLY" button is shown with a green arrow pointing to it. Below the button, the text indicates "Opens Dec 1 2021 08:00 AM (CST)" and "Deadline Jan 31 2022 11:59 PM (CST)".

2. After selecting "Apply" for the scholarship of your choice, you will be directed to the full application and list of tasks required for completion. A green checkmark will appear when a task is complete.
3. Once **all** tasks are complete, review your application materials and submit your application. **NOTE:** you will not be able to change or add to any information in your application once it's submitted.

A screenshot of the application completion page. On the left, a progress bar shows "7 of 7 tasks complete" with a green bar. Below it, "Last edited: Jan 13 2022 04:05 PM (CST)" and "Deadline: Jan 31 2022 11:59 PM (CST)" are shown, with a green arrow pointing to a blue "SUBMIT" button. On the right, the application ID "kile22-0000000160" is displayed above tabs for "APPLICATION" and "ACTIVITY". Under "Your tasks", a list of seven items is shown, each with a green checkmark and a right-pointing arrow: "Patrick J. Kiley/Houston AGC Scholarship Questions", "Kiley Financial Information", "Kiley Recommendation Forms", "Personal Information", "Education Information", "Resume - Kiley", and "Transcript".

## IV. Applicant Help – Task completion:

Each scholarship application is composed of a series of [standard](#) and [unique](#) tasks that are required to be completed submission. If you fail to insert required information, a red notice will pop up that says “This form contains errors.” Specific instructions for correcting information will be listed in red text on the form.

All applications require at least the following [standard](#) tasks:

- **Scholarship Questions** – unique questions specific to the scholarship you are applying for and include any and all required essay question(s). *NOTE: this task includes eligibility questions. If you provide an answer that indicates you are not eligible to apply for the scholarship, you will receive an ineligibility email and your application will be withdrawn.*
- **Personal Information** – Applicants are required to provide their contact and demographic information.
- **Resume** – Applicants can provide insight into their volunteerism, extracurricular involvement and work history within this task.
- **Education Information** – Applicants provide information about their current educational status, plus the college or university they plan on attending in the upcoming year.
- **Transcript** – all applicants are required to upload their most recent academic transcript. Incoming freshmen are required to upload their high school transcript. Current college students are required to provide their college transcript.

Some applications require one or more of the following [unique](#) tasks:

- **Recommendation Form(s)** – Applicants will provide a name and email address for recommenders. This task will not be complete until the recommender has completed the form through the online system. Applicants will be notified via email when recommendation forms are submitted on their behalf.
- **Employer Affiliation** – Employer-sponsored scholarships require information regarding the employee who establishes eligibility for the applicant. Note: the employee associated with the company may be yourself or a relative as outlined in each scholarship eligibility.