

# STEP-BY-STEP GUIDE FOR THE OSAC SCHOLARSHIP APPLICATION

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## TIPS

- 1) Use an email address NOT associated with your high school or college. You will need access to that email address for your application in the future when you no longer attend that school. High schools and colleges will deactivate students' email addresses once they graduate.
- 2) If you previously entered "Home school," "GED," or "My High School is not listed" in the High School Information section of the Profile, you need to go back to the Profile. New information may be required. Double check if your information is accurate and complete.
- 3) A **RED asterisk \*** means an answer is **required**.
- 4) Double check all information is correct, such as:
  - a) Use the **legal name** that appears on your Driver's License, Social Security Card, Birth Certificate, Alien Registration Number, and/or especially on the FAFSA/ORSAA
  - b) Dates
  - c) Address
  - d) Phone number
  - e) Email address
- 5) We strongly suggest using our Scholarships Catalog before beginning your scholarship application to identify which scholarships you want to add <https://oregonstudentaid.gov/scholarships/osac-scholarship-application/>.
- 6) We recommend you save a copy of your personal statements and essays as well as starting, editing, and completing the statements in a Word doc, Notepad, Google Doc, etc. Copy and paste the statements or essays into the application when you are ready to submit.
- 7) Make sure you have hit the "Submit" button, saving does not mean you have submitted your application.
- 8) If possible, upload your transcript; OSAC accepts both unofficial transcripts and official transcripts.
- 9) Don't forget to file your FAFSA or ORSAA.

## LOG IN

If you are having trouble creating an account or logging in, please email [SA.Feedback@hecc.oregon.gov](mailto:SA.Feedback@hecc.oregon.gov) for more assistance.

## DASHBOARD

Dashboard is your landing page and quick access to grant and scholarship applications you have started, submitted, or may be eligible for. You will also find notifications about your applications on the Dashboard.

Proceed to the Profile section to complete the Profile before starting an application.

## PROFILE



Fields with a red star \* are required to be answered to access the OSAC Grants and Scholarship Applications.



If you do not see the blue “Continue to Applications” button (at the bottom of the screen) after you have completed the profile, go back through the profile and double check that you have answered All of the questions.

### Basic Information:

Begin by clicking the “Edit” button.

- 1) Name: Use the legal name that appears on your Driver’s License, Social Security Card, Birth Certificate, Alien Registration Number, and especially the FAFSA/ORSAA
  - a) \* Legal First Name
  - b) Legal Middle Name/initial
  - c) \* Legal Last Name (and Confirm Legal Last Name)
  - d) Other Legal Names Used on Submitted Documents (optional): use this to let us know if you have had a name change
    - i. Click “+Add Additional Name” to add more names
- 2) \* Birthdate and Confirmation
- 3) \* Gender Identity
- 4) Pronouns (optional)
- 5) \* Identity Certification

End by clicking the “Save” button.

## Contact Information:

Begin by clicking the “Edit” button.

- 1) \* Email (this is also your username for logging in)
  - a) Change email address: this link will direct you to another page to change your email
- 2) \* Phone Number (one phone number required)
  - a) Mobile Phone Number
    - i) Text about updates (optional): this will give OSAC the permission to text you in the future (highly recommended)
  - b) Home Phone Number
- 3) \* Permanent Address
  - a) \* Street Address
  - b) \* State
  - c) \* County
  - d) \* City
    - i) If your city is not in the drop-down menu, choose “unlisted” to manually enter city
  - e) \* Zip Code
  - f) Different Mailing Address: Optional if you would like to receive mail from OSAC at a different address than your permanent address
- 4) Additional Contacts
  - a) \* Relationship To Applicant
    - i. Other will prompt: Specify Relationship
  - b) \* First Name
  - c) \* Last Name
  - d) \* Email
  - e) \* Street Address
  - f) \* State
  - g) \* County
  - h) \* City
  - i) \* Zip Code
  - j) \* Phone Number
  - k) Text about updates (optional): this will allow OSAC to text you
  - l) I approve this contact to also receive my application related emails and/or speak with OSAC staff about my account (optional): this will authorize OSAC to share your OSAC information with your additional contact.

End by clicking the “Save” button.

## About Me:

Begin by clicking the “Edit” button.

- 1) \* Social Security Number
- 2) \* Are you hispanic or latino/a/x?
- 3) \* Racial Group or Ethnicity?
- 4) \* Enrolled Tribe Status
- 5) Select all that apply (Optional): These questions determine eligibility for the Child Care Grant, Oregon National Guard State Tuition Assistance Grant, and the Chafee Education and Training Grant
  - a) Do you have dependent children?
  - b) Are you currently serving in the Oregon National Guard?
  - c) Will you be enrolled in the final two years of an Oregon preliminary teacher licensure program?
  - d) Are you currently or formerly in foster care or participating in an independent living program?
- 6) \* Have you filed the FAFSA/ORSAA for 2023-2024?
- 7) \* FAFSA/ORSAA Filing Date for 2023-2024 Academic Year
- 8) Applicant Type (Optional): only check this if you are doing a test application you do NOT want to be considered for grants or scholarships
- 9) \* As of Fall Term 2023, have you been an Oregon resident for 12 months preceding college enrollment?

End by clicking the “Save” button.

## High School Information:

Begin by clicking the “Edit” button.

- 1) \* High School, Home School or GED®
  - a) \* Did you (or will you) obtain your high school diploma or GED® test transcript while in a correctional facility in Oregon? *(Note: You can still be eligible for Oregon Promise if you answer YES, per HB 2910 (2019).)*
    - i) Yes: will prompt additional questions
    - ii) No: no additional questions will be asked under this question
- 2) \* School or Equivalent
  - i) TIP: If you began the Profile section for the scholarship application before November 1<sup>st</sup>, go back to your “Profile” if you entered a *Home school, GED or My High School is not listed*. New information may be required.
  - b) \* Type of High School or Equivalent
  - c) \* High School
  - d) \* Date of High School Completion
  - e) My High School is not listed (click this only if you CANNOT find your high school in the drop down menus in the previous questions)
- 5) High School 5<sup>th</sup> Year (optional)
- 6) \* High School GPA (unweighted, cumulative 7-semester)
- 7) SAT Highest Overall Score (optional)
- 8) ACT Highest Overall Score (optional)

- 9) Did you work with the ASPIRE program in high school?
  - a) ASPIRE Mentor's Name
  - b) ASPIRE Site Name

End by clicking the "Save" button.

### Account Info, Password, Privacy:


Begin by clicking the "Edit" button.

- 1) Password
- 2) How did you hear about OSAC Grants and Scholarships?
- 3) \* Certification
- 4) Publicity Release (optional)

End by clicking the "Save" button.

## AFTER COMPLETING THE PROFILE SECTION:



Completed profiles should have  button when every required question has been answered. If a section is complete, it will have a green checkmark. If a section or question was skipped, it will have a gray checkmark. You can only "Continue to Applications" when the button is blue and not gray.



When you click "Continue to Applications" button, you will be taken to the Applications page where you can start grant and scholarship applications.

To start an OSAC Scholarship application, **scroll to the bottom** of the "Applications" tab landing page and hit the "Start" button under Scholarships.

Please keep note of the tab you have entered as this pertains to the "Applications" tab.

**THANK YOU FOR CREATING AN OSAC STUDENT ACCOUNT!**

**CONTINUE FOR HELP NAVIGATING THE SCHOLARSHIP APPLICATION.**

## SECTION 1: BACKGROUND INFORMATION



This section carries over some of the information that you have entered in the “Profile,” and we strongly recommend that you confirm both match up before completing and moving on to the next Section.



Each subsection is accessed by clicking on the “Edit” button, and you need to click “Save” to ensure any entries made are kept.

Begin by clicking the “Edit” button.

10) \* My Family information

- a) You will be asked to provide your parent or guardians highest level of completed education (follow drop down menu and answer to your best knowledge.)

11) \* Citizenship Status

12) \* FAFSA/ORSAA Filing Date

- a) An exact date is recommended, however, an estimation on your part is ok.

13) \* Working Student Status

14) \* High School information

15) \* College of Choice

16) \* College Plans

17) \* College History:

- a) If you have not attended college, you are still required to go into this portion by clicking the “Edit” button and selecting:

I have no college history/I have entered all my college history.

End by clicking the “Save” button.

## SECTION 2: SCHOLARSHIP SELECTION



**Note:** We strongly suggest you go to our website to use our **Scholarships Catalog** before beginning **this Section** to get better identify which scholarships you want to add to your application:

Follow this link: <https://oregonstudentaid.gov/scholarships/osac-scholarship-application/>

Begin by clicking the “Edit” button.

1. Go to the “ALL” tab and enter in the name/number associated with the scholarship you are interested in applying for:

Section 2 ✓

Scholarships CLOSE

MY SELECTED SCHOLARSHIPS RECOMMENDED MEMBERSHIPS/EMPLOYERS **ALL**

blue

Most Recent

1

#05130 Woodard Family (HS) Eligible

VIEW

START

2. Next, you will want to click “Start” and NOT “View” on the Scholarship you are trying to add to your application.

#03350 Tom Jones Memorial Eligible

VIEW

START

- (Note: if you hit “View” to gain extra info on a scholarship, you will need to go **back** to the previous page and hit “Start” to be able to “Save” and add it to “My selected scholarships”.)




3. Once this step has been completed, complete any tasks required by the scholarship to apply (see red arrow below). Click “Save” then “Return to List” button.

**Colleges**  
Oregon only

**Enrollment**  
Full-time enrollment required

**Document for scholarship 248**  
Submit a **letter** from a physician documenting one or more of the following criteria: (a) residual acuity of 20/70 or less in the better eye with correction **or** (b) visual field restricted to 20 degrees or less in the better eye. Do not submit just your eyeglass/contacts prescription without a letter from your eye doctor explaining if you meet one of the two criteria (a or b).


**UPLOAD FILE** 

**RETURN TO LIST** **SAVE** **CANCEL**

4. You will need to follow steps 1-3 for each individual Scholarship you want to add to your application.

5. Make sure that the Scholarships you added to your application show up in “My Selected Scholarships” before submitting your application.

**Scholarships**

 **MY SELECTED SCHOLARSHIPS** RECOMMENDED MEMBERSHIPS/EMPLOYERS ALL

## SECTION 3: TRANSCRIPTS



NOTE: A missing or incomplete transcript is the **ONLY** reason for a rejected OSAC scholarship application.

NOTE: You can submit unofficial transcripts. You do **NOT** need to submit official transcripts.

Please read these instructions to ensure that you are submitting what OSAC requires to process your application.

Begin by clicking the “Edit” button.

Depending on the high school and college information entered, you will be given a set of instructions about which transcript(s) you are required to upload, and which are optional (if applicable).

(NOTE: Transcript info is located here: <https://oregonstudentaid.gov/scholarships/transcripts/>)

*Example Transcript instructions:*

**Section 3**

**Transcripts**

Transcripts

**Transcript Instructions**

- High School Transcript showing coursework and grades through the first semester, second quarter, or first trimester (depending on your school's calendar) of your senior year. These transcripts are usually available in January or February.

## TRANSCRIPTS:

### Option: Upload Transcript via Your High School Options

- Ask your high school to upload your transcript.
- If you are a *current* high school senior or *graduate* of the prior academic year, your High School Registrar or Transcript Processor may be able to upload high school transcripts through OSAC's High School Portal.
- Use the 'Request High School Upload' option in application and complete the "High School Transcript Upload Request Form" that contains instructions to the Registrar on how to access OSAC's secure web portal. You are responsible for delivering the form to your high school. After the high school has processed the transcript request, you will be able to view the uploaded transcript.

### Option: Upload Your Transcript in the Application

- Black out your Social Security Number (SSN)
- Scan the transcript as a PDF file or an image file (.jpg, .tif, or .gif).
- Select the 'Upload' option in Scholarship Application.
- Have multiple files? If you have multiple files for the same document (e.g., a file for each page), then select the PDF builder tool.

### Scanned File Won't Upload?

- Make sure your file is a PDF file or image file (.jpg, .tif, or .gif) that is not locked.
- If you received your transcript through email, the file may have a security feature that will block OSAC from viewing your file. Print the transcript and then scan the pages into a new clean pdf document.
- Make sure your file is no larger than 4 megabytes. Make the file smaller by:
  - Scanning the document in grayscale (black and white, not color)
  - Reducing the resolution of the scan: don't select "best resolution" (75 dpi is good enough)
  - Try another browser: Microsoft Edge, Firefox, Chrome, Safari

### If Everything You Tried Failed, use the 'Send or deliver'.

- Select the 'Send or deliver' option in Scholarship Application to indicate that you cannot upload.
- The Application will produce a cover sheet with your name, Application number, and the document description. Print and staple this cover sheet to the paper transcript.
- For security purposes, before sending transcripts, mark out your Social Security Number (SSN).
- Mail the document to OSAC's office. Transcripts sent to OSAC via email will NOT be accepted.
- Your transcript must be received at OSAC by the Early Bird or Final deadline.

Example Transcript upload:

### High School Transcript Submission Method (Required)

I certify that I will be requesting my transcript from my High School

I certify that I will be mailing or hand-delivering my transcripts.

I certify that I will be uploading my transcripts digitally.

### Highschool Transcript Status

South Albany High School

**Type: Upload**

- Received - pending OSAC review of transcript

### Upload High School Transcript

\*

South Albany High School (OR) (Albany) ▼

**UPLOAD FILE**

I certify that I will be uploading my transcripts later.

End by clicking the "Save" button.

## SECTION 4: ACTIVITIES CHART

**Recommended:** At least one activity listed in each category; three activities is best to show that you are well rounded.



If you do NOT have any activities for one of the categories, check “*I have no activities*” for that category.

NOTE: If you select the “**+Add Additional Activity**” button, you need to add information in each field before clicking “Save.” If done by mistake you can always click the “Remove” button, and it will delete the activity.

NOTE: Ensure that you finish by selecting the “My activities chart is complete” certification. This is required.

**Paid Work Activities**

List all paid work history that you would like the selection committee to see. This information is used to help the selection committee make scholarship selections.

+ Add Additional Activity

I have no work activities

My activities chart is complete

CANCEL SAVE

Begin by clicking the “Edit” button.

- Each activity must include:
  - \* **Category:** School, Volunteer Activities (for your community and/or family), or Paid Work Activities
  - \* **Title:** A short title for the activity
  - \* **Start and End Dates:** month and year of when you first began and ended the activity.
    - Use "present" if you are still engaged in the activity.
  - \* **Frequency:** One-time, seasonal, or ongoing
  - \* **Weekly & total hours:** number of hours per week, number or weeks, and then total hours.
    - Give your best estimate
  - \* **Responsibilities:** describe responsibilities and/or accomplishments associated with the activity (limit of 115 characters)
- Be brief. Pinpoint activities where you showed leadership, decision-making, organizational skills, and areas where you received special recognition.
- You are limited to 20 activities in total.

End by clicking the “Save” button.

## SECTION 5: PERSONAL STATEMENTS



The application requires completion of three personal statements/questions:

- 1) What are your specific educational plans and career goals and why? What motivates you to achieve them?
- 2) What have you done for your family, school, or community that you care about the most and why?
- 3) Describe a personal accomplishment, impactful change, or experience that has occurred in your life. What skills and strengths were needed to respond, and what did you learn about yourself?
- 4) Is there any additional information you would like the selection committee members to know? This could include financial situations not reflected on the FAFSA or ORSAA or other information not covered in the application. This statement is not required and will not have any negative effect on the application if left blank.

Begin by clicking the “Edit” button.

*We recommend you retain a copy of your personal statements and essays as well as starting, editing, and completing the statements in a Word doc, Notepad, Google Doc, etc. Copy and paste the statements into the application when you are ready to submit.*

- **General Tips**
  - Use correct grammar, punctuation, and spelling.
  - Don’t repeat information already included in your application, such as your GPA.
- **Personal Statements**
  - Let your Personal Statements tell your story. Donors are looking for reasons why they should choose **you** for their scholarship award. Focus on something unique about yourself!
- **Character Limit:**
  - 1,900 character limit for each statement (including spaces). Statements exceeding this limit will display only the first 1900 characters.
- **Other Essays for Individual Scholarship Programs**
  - Do not include URLs when citing essay sources, as it may cause an error in the application.
  - Each scholarship essay has a length requirement that differs from essay to essay. Be sure to comply with this requirement.
- **Experience in Diverse Environments**
  - Some scholarships require an extra essay about living or working in diverse environments. Such factors may include:
    - Socioeconomic or educational disadvantage.

- Demonstrated experience with or commitment to serving or working with historically underserved or underprivileged populations, such as members of minority communities.
- Being the first in your family to attend college.
- Geographic diversity, including students from rural or inner-city areas that might be underrepresented on campus.

End by clicking the “Save” button.

<b>Deadlines: Nov 1<sup>st</sup> – Mar 1<sup>st</sup></b>	
<b>FAFSA/ORSAA</b>	October: File your FAFSA or ORSAA as soon as possible after October 1. Doing so will ensure you are considered for all scholarships that consider financial need.
<b>Scholarship Application Opens</b>	November - February: Start your OSAC scholarship application and submit from November through March 1.
<b>Create OSAC Student Portal</b>	First-time applicants: create an OSAC account and start the OSAC Scholarship Application.  Returning applicants: refresh and update your application from last year.
<b>Test Applications</b>	High school juniors may start a "test application" but cannot submit until their year of graduation.
<b>Early Bird Deadline February 15, 5:00 pm PST</b>	February 15: Early Bird deadline. Complete applications (including transcripts) submitted by this date will be entered into a drawing for one of ten \$1,000 Early Bird scholarship awards.
<b>Final Deadline March 1, 5:00 pm PST</b>	March 1: Final deadline for all materials to be submitted to OSAC. Including transcripts  (NOTE: Transcripts received via mail after the March 1 <sup>st</sup> deadline are considered past due. <b>Mail Postage is not considered for the time of delivery rather in office receipt</b> )
<b>After Submission</b>	April - August: Track your application status and scholarship awards in the OSAC Student Portal.