SMCCCD AcademicWorks Scholarship Application Tips

The 2019-20 Cañada Scholarship application is now open. The application deadline is **11:59 pm March 2, 2019**.

For information on the application process, the link to the application and other scholarship resources, please view the Cañada College Scholarship homepage at http://www.canadacollege.edu/financialaid/scholarship.php.

To go directly to the application and apply, go to https://smccd.academicworks.com/opportunities.

All of the scholarship opportunities are listed in alphabetical order with a prefix that indicates which campus is offering the scholarship (CAN = Cañada, CSM = College of San Mateo, SKY = Skyline). Students will be asked to select their home campus in the application and may only apply to scholarships based on that selection.

**Steps to Apply**

1. **First time users** must create a log-in by clicking the **"Sign Up"** button on the right corner of the application homepage. Students who have a "my.smccd.edu" email address must use their school email in order to "Sign-Up" and create their log-in credentials. Students who just recently applied to Cañada and have not received their school email yet, please use the personal email you listed on your admissions application.
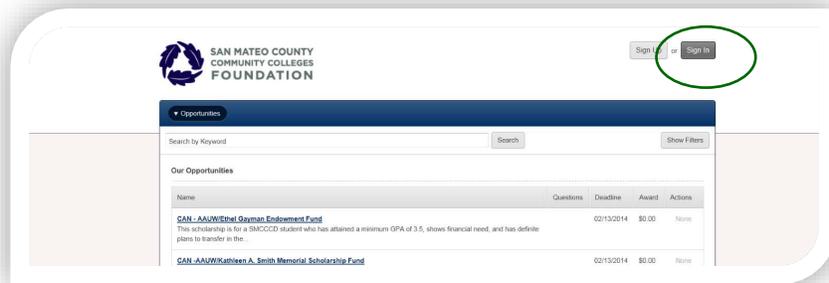


Step 1

Please note, if you receive an error message that your email address cannot be found, if a new or returning student, you need to apply for admissions at http://www.canadacollege.edu/admissions/apply.php. If a current student, contact Financial Aid for assistance at canadafinancialaid@smccd.edu or come by the office.

2. You will be required to "Sign-Up" using your **"my.smccd.edu"** or **personal email** address and a password you create. An email will be sent to your email address that allows you to "Sign-In" to the scholarship application.
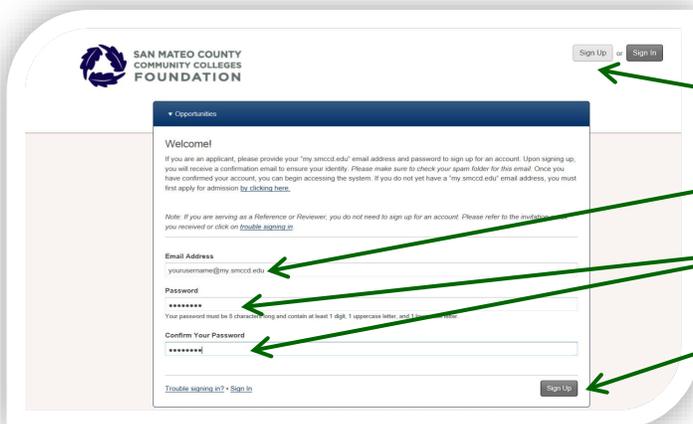


2.1 First time users, click "Sign Up"

2.2 Enter your "my.smccd.edu" or personal email address

2.3 Create and confirm Password

2.4 Click "Sign Up" at bottom of page – check your my.smccd.edu email to confirm.

Step 2

3. Return to the application and click "Sign In" on upper left. Enter your confirmed email address and password to access the scholarship application (then click "Sign In" on lower right).
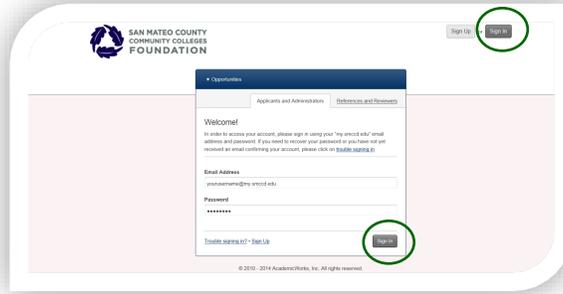


**Step 3**

4. Complete the application questions (save to update application as you go – button on lower right). If you need assistance, attend a Scholarship Workshop - see dates and times on the [Scholarship website](#).
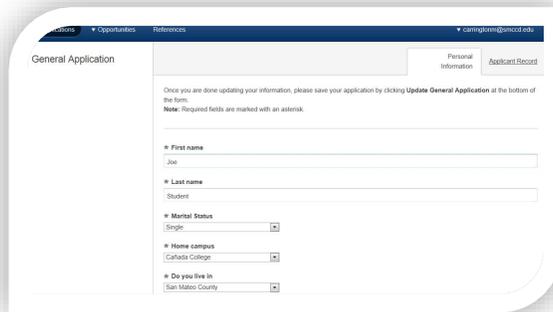


**Step 4**

5. You will be asked to provide the name and email address of the person you have asked to write your reference letter (only one reference/recommendation is required). Please ask this person FIRST before entering their information. An email will be sent to this person with a link to submit their reference for you directly into your scholarship application.
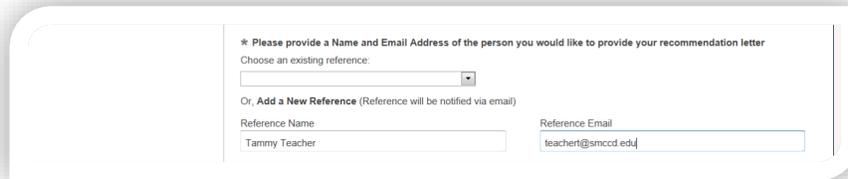


**Step 5**

You will not be able to see the reference but your scholarship application will update the existing reference status from "requested" to "received" once it is submitted. It is your responsibility to follow-up and make sure your reference is submitted by the deadline.

6. Upload your unofficial transcripts. Request SMCCCD unofficial transcripts through WebSMART. Other college transcripts should be uploaded, too. Current high school seniors should upload high school transcripts.
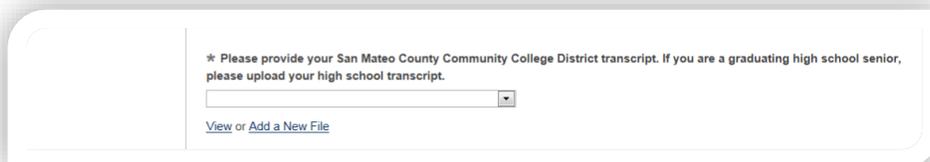


**Step 6**

8. Personal statement - will be separated into 3 three separate prompts, each with a 250 word response limit. The following are the prompts and helpful hints of things to consider for each section:

1) **ACADEMIC STATEMENT: Please provide a thoughtful response on your educational and career goals. Your response is limited to 250 words in length. See help text for tips and suggestions on what to include in your response.**

   *Help Text:*
   *Suggestions on what to include on your response as applicable:*
   Your educational achievements and experiences;
   Your plans for your academic/career goals

2) **EXTRA-CURRICULAR STATEMENT: Please provide a thoughtful response on your involvement and impact of extra-curricular activities. Your response is limited to 250 words in length. See help text for tips and suggestions on what to include in your response.**

   *Suggestions on what to include on your response as applicable:*
   Describe your extra-curricular activities;
   How has your involvement in your extra-curricular activities developed your leadership skills;
   Describe any impact the involvement has had on your career goals;
   If you are unable to participate in extra-curricular activities due to family, work, or other responsibilities please use this space to explain your circumstance.

3) **SUPPLEMENTAL INFORMATION STATEMENT: Please use this space to provide additional information about yourself that you have not provided in previous sections you think the committee should be aware of when evaluating your application. Your response is limited to 250 words in length. See help text for tips and suggestions on what to include in your response.**

   *Help Text:*
   *Suggestions on what to include on your response as applicable:*
   Highlight any honors and achievements (i.e. awards, dean's list, recognition);
   Information about you, highlight current circumstance in your life that supports the need for scholarships;
   Please include any extenuating circumstances (i.e. substance abuse, domestic violence, single parent, care giver for elderly or ill parent/grandparents.

9. Once you have completed the application, pending your reference letter, you can submit your application. You will automatically be matched with scholarships for which you fully meet the criteria. You will also be presented with a list of any other "apply to" scholarships that you may be eligible for once you respond to questions specific to these scholarships.

10. You may continue to sign in to update your scholarship application after it is submitted and complete by clicking on the General Application link until the deadline.

## General Application

This is your basic application. The information included will be attached to any other application that you submit.

### General Application

✓

**Complete**  [View]

### Complete!

Now that you've completed your general application, you should browse opportunities recommended for you based on your General Application answers.

[View Opportunities]

**Step 10**