

# Online DVC Scholarship Application Instructions

**Deadline: Thursday, February 14, 2019, 11:59 p.m.**

<p><b>Important Notes</b></p>	<p><b>Before completing the online DVC scholarship application, ensure that you meet the following minimum eligibility requirements:</b></p> <ul style="list-style-type: none"><li>• Enrolled in at least 6.0 units at DVC for the Fall 2018 semester</li><li>• Will be enrolling in at least 6.0 units at DVC for the Spring 2019 semester</li><li>• Have a minimum cumulative GPA of 2.0</li></ul> <p><b>Make note of the information required to complete your application:</b></p> <ul style="list-style-type: none"><li>• The term in which you expect to complete your program of study at DVC or graduate from DVC</li><li>• If you plan to transfer in the next year, the term in which you expect to enroll at your transfer college</li><li>• If you plan to transfer, the name of the institution(s) you plan to attend</li><li>• If you do not live with a parent and are financially independent from your parents, you'll need to provide:<ul style="list-style-type: none"><li>- your estimated gross income for 2018 and information about benefits you are receiving</li><li>- the number of people you support and the number of household members who are attending college</li></ul></li><li>• If you live with a parent or if your parent(s) provide over 50% of your support, you'll need to provide:<ul style="list-style-type: none"><li>- your parents' estimated gross income for 2018 and information about the benefits they are receiving</li><li>- the number of people your parent(s) support and the number of people in the household who are attending college</li></ul></li><li>• List of community service activities and leadership positions, including the name and address of each organization, position(s) held, dates of service, responsibilities, name of contact person, and phone number of contact person</li><li>• <b>Two references</b> (see Step 2)</li><li>• <b>Essay</b> (see Step 3)</li><li>• <b>Unofficial DVC Transcript</b> (see Step 4)</li></ul> <p><b>Plan to complete the application well ahead of the deadline on Thursday, February 14, 2019!</b></p>
<p><b>Step 1</b> Log in to the Online DVC Scholarship Application</p>	<p><b>Log in to the Online DVC Scholarship Application</b></p> <ul style="list-style-type: none"><li>• Go to <a href="http://www.dvc.edu/scholarships">http://www.dvc.edu/scholarships</a></li><li>• Under the "How to apply" heading, click on the "Online DVC Scholarship Application portal" hyperlink</li><li>• Click on the "Sign In" button in the upper right hand corner of the page</li><li>• Log in to the application using your DVC InSite Portal username and password</li></ul> <p>Review the questions on the General Application. Please note that you may work on your application in several sessions over time. You can save your application after each session by clicking on the "<b>Save and Keep Editing</b>" button at the bottom of the application.</p>
<p><b>Step 2</b> Ask two individuals to serve as references</p>	<p><b>Ask two individuals to serve as references</b></p> <ul style="list-style-type: none"><li>• At least one reference must be from a DVC faculty member (DVC professor, instructor, teacher, or academic counselor).</li><li>• The second reference can be from another individual who knows you professionally or academically, e.g., a second DVC faculty member, a DVC staff member, a supervisor, a high school teacher/counselor, a community leader/member, etc. Recommendation forms submitted by family members, relatives, or friends will not be considered.</li><li>• Your recommenders should be able to highlight your academic performance, leadership abilities, community service activities, and/or other strengths/attributes which they feel make you a strong candidate for a scholarship.</li><li>• Give your potential recommenders plenty of time, preferably 4 weeks or more, to consider your requests and to write thoughtful and distinctive recommendations. Advise your recommenders that the recommendation form they will be submitting is for your DVC scholarship application and that they will receive an email with a link to the online recommendation form and instructions for completing the form. <b>Ask your recommenders for their email addresses.</b></li></ul> <p><b>NOTE: It is important that you contact your potential references to confirm that they are willing to complete the recommendation forms for you. You should not enter their names or their email addresses in your application until you have confirmed that they are willing to serve as references.</b></p> <ul style="list-style-type: none"><li>• <b>After your recommenders have agreed to serve as references, enter their names and email addresses in your application. IMPORTANT: DO NOT USE email addresses containing "desire2learn."</b> After you click the "Save and Keep Editing" button at the bottom of the application, an email with a link to the online recommendation form and instructions for submitting the recommendation form will be sent to them.</li><li>• <b>The status of each reference request can be monitored by clicking on the "References" tab at the top of your application.</b></li></ul>

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<p><b>Step 3</b> Write your essay</p>	<p><b>Write and insert your essay into the appropriate text box on the application. You may write your essay in MS Word and copy and paste it into your application.</b></p> <ul style="list-style-type: none"> <li>• Discuss your educational and career goals</li> <li>• Provide information about your financial need</li> <li>• Discuss your campus involvement</li> <li>• Provide any examples of community service and/or leadership</li> <li>• Highlight any other strengths which you feel make you a strong candidate for a scholarship</li> <li>• Consider including information about special or unique circumstances and/or examples of life-changing experiences</li> </ul> <p><b>NOTE: Your scholarship essay must not exceed 500 words. Use the word count feature within the application to ensure that you do not exceed the 500-word limit.</b></p>
<p><b>Step 4</b> Upload your unofficial DVC transcript</p>	<p><b>Upload your unofficial DVC transcript using the instructions in the application</b></p> <ul style="list-style-type: none"> <li>• <b>Please wait until January 2019 (after Fall 2018 grades have been posted) to upload your unofficial DVC transcript</b></li> <li>• Click on the “Save and Keep Editing” button before uploading your unofficial DVC transcript</li> <li>• Refer to the instructions in the application for help in uploading your unofficial DVC transcript</li> </ul>
<p><b>Step 5</b> Complete all questions on the application</p>	<p><b>Complete all questions on the application</b></p> <ul style="list-style-type: none"> <li>• Provide thoughtful and thorough answers for all questions on the application</li> <li>• Your application will not be considered if required questions are not completed</li> </ul>
<p><b>Step 6</b> Submit your application and check for scholarships which require the completion of additional questions</p>	<p><b>Submit your application and check for any scholarship opportunities which require the completion of additional questions</b></p> <ul style="list-style-type: none"> <li>• Once completed, you can submit your application by clicking on the “Finish and Submit” button.</li> <li>• For most scholarship opportunities, the completion of additional questions will not be required. However, there are a few scholarship opportunities for which the completion of additional questions will be required after submitting your application. If you have met the minimum requirements for one or more of these “recommended opportunities,” you will be prompted to complete the additional questions. Click on the “recommended opportunities” tab, follow the instructions at the top of the page, and complete the additional questions for any opportunities listed.</li> <li>• After submitting your application, you will be able to make corrections and/or update the information in your application until the deadline on Thursday, February 14, 2019 at 11:59 p.m.</li> </ul>
<p><b>Step 7</b> Monitor the status of your recommendation forms</p>	<p><b>Monitor the status of your recommendation forms</b></p> <ul style="list-style-type: none"> <li>• Log in to your Online DVC Scholarship Application periodically prior to the deadline on Thursday, February 14, 2019 to monitor the status of your recommendation forms.</li> <li>• <b>Click on the “References” tab at the top of your application to ensure that both of your recommendation forms reflect a status of “Submitted.”</b> If one or both of your recommenders did not receive the email with the link to the recommendation form, you may click on the “Resend” link to trigger another email.</li> <li>• If you would like to change a reference, you may enter the name and email address of another reference in your application. Please note, however, that a recommendation submitted by the reference you have removed will no longer be considered. To be considered for scholarships, you must ensure that recommendation forms have been submitted by the last two references entered in your application.</li> <li>• Please note that your recommenders have until <b>Friday, February 22, 2019</b> to complete and submit their recommendations. You must complete and submit your application, however, by <b>Thursday, February 14, 2019</b>.</li> </ul>

The Scholarship Committee will review all complete scholarship applications and select the recipient(s) for each scholarship. Students will be notified of their scholarship application status via their InSite Portal email by April 30, 2019, and students who have been selected to receive a scholarship will be notified of the requirements for receiving the scholarship. All scholarship recipients will be required to accept their awards via the Online DVC Scholarship Application portal and attend the DVC Scholarship Awards Ceremony and reception on Friday, May 10, 2019.

If you have questions, please contact the Scholarship Office at 925.969.2094 or scholarships@dvc.edu.