> For scholarship assistance please call the Foundation office at 588-5065 OR stop by the Academic Achievement Center (AAC), 2nd Floor of Tamarack.

**COLUMBIA COLLEGE FOUNDATION**
**ONLINE SCHOLARSHIP APPLICATION INSTRUCTIONS**
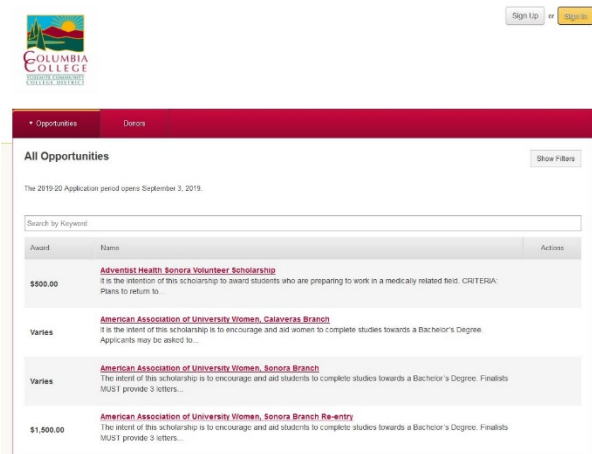
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**Application Deadlines:**
**Osher Scholarships – Friday, Oct. 18, 2019** *For continuing students with financial need (24 completed units, must qualify for a BOG fee waiver, no GPA requirement).*
**All other scholarships –Friday, December 13, 2019** *More than 80 opportunities, all fields of study.*

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Click here to login to Columbia's online scholarship program:  https://gocolumbia.academicworks.com
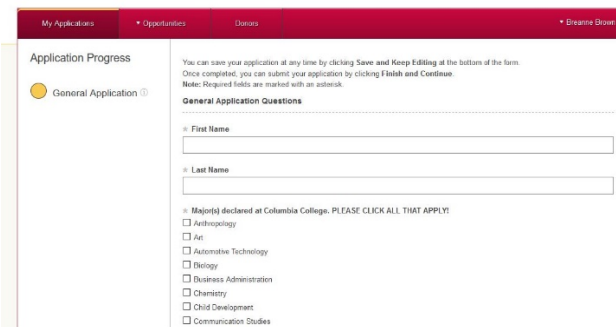
1. You are now on Columbia College's scholarship homepage which lists all scholarships available (multiple pages).

**Home Page ↓**



At the top right-hand corner of the homepage, you will see two boxes: **Sign Up** or **Sign In**. First-time users click on **Sign Up**, enter your student email. You will be sent a confirmation email with a log-in link. *TIP: If you don't receive an immediate email, check your junk or clutter folder.* Once you have confirmed your account, you can access the system. You will use the **Sign In** box to revisit the site from this time forward. PLEASE NOTE: You must use your **college email address** (not your personal email address).

2. Your scholarship application has 2 tabs.



*TIP: Scroll through the entire application before you begin.* Complete all application questions on the first tab. Questions marked with an asterisk are required.
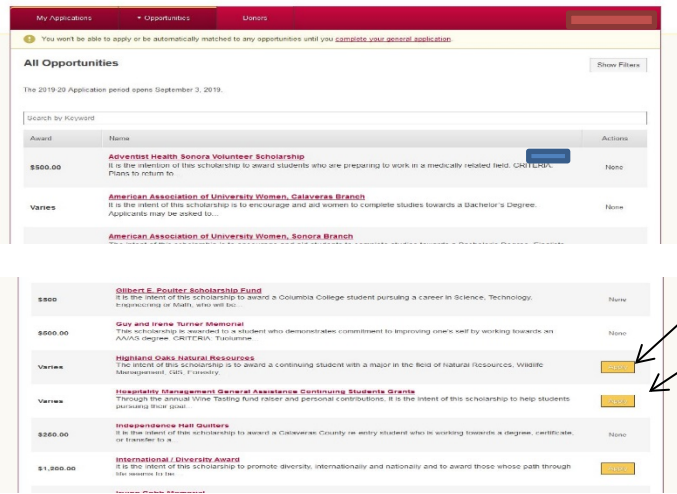
**References:** Near the end of the application, you will be asked to **Add a New Reference**. Select "Add a New Reference". When you save your application, a reference request is automatically sent to the two people you entered.
*IMPORTANT: The scholarship office must receive two recommendations by the scholarship due date or your application(s) will not be considered. Make sure you ask permission BEFORE you submit a name!*

You may choose "**Save and Keep Editing**" if you are not ready to submit.
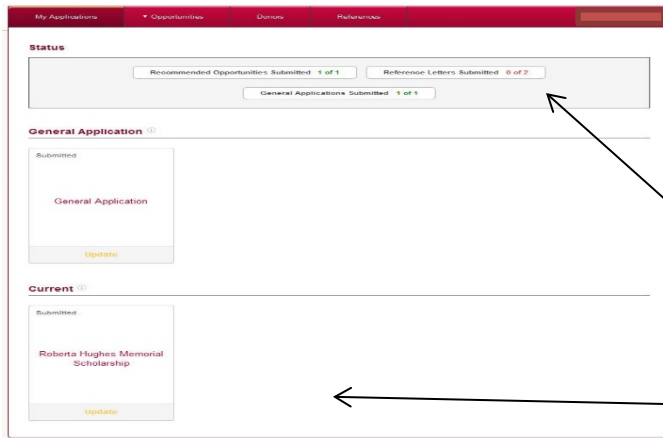
3. View all scholarship opportunities:



*There are 2 pages of scholarships available to you. Please explore all of them!*

Click on **Opportunities** to view all scholarships. They are displayed two different ways: **All** and **Recommended**. You will also notice that two different types of scholarship actions:

**Apply**: These scholarships require you to answer additional questions to be considered. Click on "apply" to view and respond to the additional questions.

**None** – These scholarships are "auto matched" – they require only the information from the General Application. If you qualify, the program will automatically submit your application to these scholarships for consideration by the Scholarship Review Committee.

4. Application status:



This page will appear after you've completed your General Application. You may revise it as often as you like up until midnight of the scholarship due date. The version saved when a particular scholarship is due is the version that will be submitted automatically.

This is where you can see if your reference letters have been submitted.

The scholarships you have manually applied for will appear here.

<mark>IMPORTANT TIPS:</mark>
- ➤ Read through the entire application before you begin. Give yourself time to gather and prepare all required information.
- ➤ You can edit your application(s), including your personal statement, any time prior to a scholarship due date. Simply sign back in and continue to edit your work. PROOF READ CAREFULLY!
- ➤ Contact professors or staff to request a reference BEFORE you submit their names with your application. Ask for their permission – they may be inundated with requests. Let them know they need to submit by the scholarship deadline.