

How to Apply

1. All applications are processed online. Login to our Scholarship Manager

- **Returning Users:**
If you already have an existing account, login with your username and password entered when you first created your account. **DO NOT** create a new account if you forgot your username and/or password or are locked out. Instead, please refer to the instructions in the related FAQ's below.
- **First Time Users:**
[Register for an account](#). Keep in mind that the email you use to create your account will be the email where all notices will be sent, including award notifications.

2. Gather the following required materials to upload to your application:

- Get your Student Aid Report (SAR) by applying for your Free Application for Federal Student Aid (FAFSA). According to the FAFSA website, “typically, you will be able to access your SAR within two weeks of filing your FAFSA.”
- Most recent transcript as printed and issued by your school’s registrar’s office. For continuing college students, your current year’s fall semester grades and information must be included. Unofficial transcripts are valid for college/university students if needed. Check with your school’s registrar’s office for processing time to ensure you are able to upload your transcript to your ACF application before the deadline.
- Short essays and/or other documents are required for scholarships.
- **Submit your application by the deadline date and time.**
 - For your records, you will receive an email notification from the webmaster when you successfully submit your application. We highly recommend you submit your application early as website traffic increases around that deadline time, causing users to experience connectivity problems and submission errors. For more information on the above, continue to read through all of our FAQ's.

Account Information

What should I do if I forgot my User Name and/or Password?

Do not create another account if you have forgotten your user name or password associated with your existing account. Forgotten passwords can be accessed or reset accordingly by clicking on the “Forgot Your Password” link on the login homepage. You will be required to submit your email address registered with your account.

If you have forgotten the email associated with your account, please contact The Alaska Community Foundation at scholarships@alaskacf.org. Please include your name and that you have forgotten your username email.



I logged in incorrectly too many times and am now locked out of my account.

We can help to unlock your account by sending us an email to scholarships@alaskacf.org. For verification purposes, the email should include your full name, email address your account is registered under, along with a brief description of how we can assist you. Or you may contact us via our office at (907) 334-6700, during our normal business hours: Monday-Friday, 8am -5pm.

Can I change my username or email associated with my existing account?

Yes, once you successfully login using your current account information, you can click on the pencil icon next to your name and other information to update your username and/or email associated with your account. Again, any notifications from us, including award notifications, will be sent to your email address associated with that account.

Application Details

What are the basic eligibility criteria?

Each scholarship has specific eligibility criteria defined by the donor when the fund is established. General criteria that apply to most scholarships include:

- Be a graduate of an Alaskan high school
- Demonstrate financial need
- Attend/attending a college/university or trade school within the United States as either an undergraduate
- Be a full-time student as determined by your institution

How do I obtain my Student Aid Report (SAR)?

Your SAR will be sent to you after your Free Application for Federal Student Aid (FAFSA) has been processed. Beginning October 1st, you can start your FAFSA for the following academic year, by going to <https://fafsa.ed.gov>. For more information regarding the FAFSA process, please visit the FAFSA Help website at <https://fafsa.ed.gov/help.htm>.

What information needs to be on my uploaded Student Aid Report (SAR)?

Your uploaded SAR must include ALL pages of your processed report, including your full name and Estimated Family Contribution (EFC) number for that Application year (i.e. if you are applying for the 2018-19 Application, you must submit your 2018-19 SAR). [Click here to see a sample SAR.](#)

Some examples of SAR's that will be deemed invalid are as follows:

- FAFSA Summary Report (the report you receive immediately upon submitting your FAFSA)
- SAR does not match the academic year of which you are applying
- SAR states that there is missing or incorrect information submitted on your FAFSA which needs to be corrected or addressed
- Name listed on your SAR does not match the name on your ACF scholarship application
- Name and/or EFC cannot be clearly read.
- SAR does not include all pages
- Attached file format cannot be opened upon review by ACF and/or its decision committee members.



Scholarship FAQ

NOTE: The validity of your SAR is up to the discretion of ACF's Scholarship staff. Any SAR's under suspicion of doctoring or editing will be eliminated from review and the applicant will not be considered for awards.

What information needs to be on my uploaded Transcript?

You must upload your most recent grade transcript printed and issued by your school's Registrar's office. Unofficial transcripts can be accepted at the college level. Your transcript should include the following:

- School name and logo
- Student's full name
- Course history
- Grades for each course (or pass/fail results) as follows:
 - Continuing College Students - Fall semester grades and information must be included in your transcript.
 - High School Seniors - Your junior year grades or higher must be included in your transcript.
- Current cumulative Grade Point Average (GPA)

Some examples of transcripts which will be deemed invalid are as follows:

- Transcript does not have your most recent academic history
- Student Profiles
- Name on your Grade Transcript does not match the name on your ACF application
- Grade Transcript cannot be clearly read
- Grade Transcript does not include all pages
- Attached file format cannot be opened upon review by ACF and/or its decision committee members.

NOTE: The validity of your Transcript is up to the discretion of ACF's Scholarship staff. Any transcript under suspicion of doctoring or editing will be eliminated from review and the applicant will not be considered for awards.

What should I include in my required Personal Essays?

There are specific questions asked in the Personal Essay sections. While you are not limited to answering these questions, at minimum they must be addressed in your essays, and should adhere to the maximum word count.

We also suggest you proof read your essays for any grammatical or spelling errors. Keep in mind that not only is the ACF staff reviewing your essays, but also the award decision makers, as well as donors who establish these scholarships.

Tip: Compose your essays in a Word document (or equivalent) and then copy and paste it into your application. The session will time out, so it is best to write your essay outside of the system. You can also save your Word document as a PDF and upload it to the system that way.

Do I need to submit Letters of Recommendation (LOR)?

Yes, our scholarships require applicants to submit two or more LOR. To determine who needs to write these letters of recommendation on your behalf, please view the requirements of the scholarships available. These letters should be uploaded in a PDF format. The letters should include school/business logos as appropriate for those completing the letters of recommendation.



Scholarship FAQ

NOTE: The validity of a submitted letter of recommendation is up to the discretion of ACF's Scholarship staff. Any letters under suspicion of forgery, doctoring, or editing will be eliminated from review and the applicant will not be considered for awards.

How do I know whether an answer, attachment, or essay is a required section in order to submit my application?

All required answers or attachments are indicated with an asterisk next to that section or question. In addition to this, the system will prompt you with an error message if you try to submit your application without filling out a required answer or section. Thus, you should carefully review your application prior to submission, as well as submitting your application in advance of the deadline to correct any missing required answers. All uploads must be in a Word or PDF format.

If I am currently in college, do I still need to upload my ACT and/or SAT scores?

No. If you are currently enrolled and attending college, you do not need to attach your ACT or SAT scores. This is an optional document for current high school seniors only.

What if I don't have a scanner to scan and upload my support documents?

You may want to seek assistance from a relative, friend, working professional or counselor who may have access to a scanner. You can also visit copy centers, such as Kinko's, which can assist you for a small fee. We highly recommend that you format your files into a PDF form before attaching them to your application. You may want to download a free PDF converter on your computer to convert documents into a PDF format. Recommended websites are www.freepdfconvert.com or www.pdfonline.com/convert-pdf.

Can I mail my supporting documents?

No. Everything must be submitted online. We recommend that you start early gather the necessary tax documents to fill out the FAFSA when it becomes available and request a copy of your transcript from your registrar's office once your applicable semester is completed. Online applications can only be submitted once all required support documents have been uploaded.

How much time will it take to complete the online application?

It will take approximately 2-3 hours to fill out the application. Your application session will time out after 30 minutes of inactivity but will regenerate if you use the save function. You may save your application and return to it at any time prior to the deadline date.

Is there any cost to apply for any scholarships?

No, the ACF applications are at no cost to you.

Can I make changes to my application after it has been submitted?

You cannot edit any other part of your application, so you should review all your information before submitting. You may be contacted if the scholarship committee cannot view any of your information.

Award Information

When will I be notified of my award status?

You will be notified online after the selection committees meet, which may be any time between April and July.



How will I know if I am awarded a scholarship?

An award will be posted to a student's account online, which can be viewed at any time between April and July by simply logging into his/her account. A courtesy email notification will also be sent to the email address registered with that account. With over 500 applicants each year, the awarding process is extremely competitive and not all applicants may receive an award, however we encourage you to apply every year.

What do I do if I received an award notification?

Once awarded, there is a two-step process that needs to be completed in order for ACF to send your award payment to your school:

1. Login to your account and complete and submit the School and Student ID Number Confirmation for each award. To do so, scroll down on your dashboard that shows the assigned follow ups. Click on "Edit" to submit the required information.
2. Submitting the School and Student ID Number Confirmation (SINC) will confirm your academic plans. The email notification you received, as well as the award message online, will contain a link to this form. We highly recommend that you complete your SINC within 2 weeks of receiving your award notification. NOTE: Any changes to your original academic plans must be reflected in your SINC, however this may affect your final eligibility and/or award amount. Your SINC will be verified against the requirements of the scholarship(s) you were awarded and if any changes to the awarded amount occurs, we will send you an email.
3. **(Optional):** Write a Thank You letter to the donor. Thank you notes are highly encouraged but not required. Donors enjoy reading thank you notes and they would like to know something about the person who is receiving their scholarship. If you were fortunate to have received a scholarship from a fund through The Alaska Community Foundation, address a thank you note to "Scholarship Committee" and mail it to: The Alaska Community Foundation - Scholarships 3201 C Street Suite 110 Anchorage, AK 99503

If I already filled out my SINC but receive another award after, do I need to do another SINC?

Yes. Each scholarship award has their own SINC. Please login and complete the information for that award.

What if I already submitted my SINC but my academic plans have changed?

Contact us as soon as possible to inform us of any changes to your SINC. If your check has not been processed, we will work with you to edit your SINC as applicable. However, if your award check has already been processed, please send an email to us at scholarships@alaskacf.org with the following information:

- Your full name
- The change to be made to your SINC (e.g. enrolling in a different school, change of part-time or full-time status, or change of major)
- Reason for the change. Any changes to your SINC may cause a delay in reissuing you a new award payment, or it may eliminate you from being eligible for your awards altogether based on the scholarship criteria.

What if I do not want to accept my award or I will not be attending school for the awarded academic year?

We understand that circumstances may change between the time you submit your application to when our awarding begins. If you receive an award notification and do not wish to accept your award, please contact The Alaska Community Foundation as soon as possible. We can speak to you about your options at that time.



What will my scholarship award cover?

The scholarship can be used for any educational expenses related to your school's cost of attendance, which may include tuition and fees, books and supplies for the awarded academic year.

When will I receive the scholarship money?

Scholarships are paid to the school you are attending after you have completed the School and Student ID Confirmation.

General Faq's

What are the recommended browser requirements?

Internet Explorer version 8 and higher; Mozilla Firefox; Google Chrome. Apple users who use Safari may experience technical issues.

Do I need to select the scholarships for which I want to apply?

Yes. It is important to read through the criteria of each scholarship to determine which awards you are eligible for.

How do I determine my financial need?

Each scholarship requests information that show the students financial need. This can be the cost of attendance minus any income towards the cost and other scholarships awarded to determine the remaining need. The federal government determines your Expected Family Contribution (EFC) based on information obtained through your FAFSA. The Cost of Attendance (COA), calculated by individual institutions, is an estimate which includes tuition, fees, room and board, books, supplies, transportation and personal expenses. In other words: COA minus EFC equals Financial Need. While not every scholarship at ACF requires the SAR report from your FAFSA, it is a great tool to determine your financial need.

How do you select scholarship recipients?

Committees made up of various community individuals makes recommendations for awarding based upon the specific purpose and criteria of each scholarship fund as established by its donor.

How do I start or contribute to an ACF Scholarship Fund?

The cost of college is on the rise, and students need our help more than ever to achieve their goal of college completion. Please visit our [Giving page](#), or contact us directly at (907) 334-6700, or at info@alaskacf.org.

LEARN MORE TODAY

Learn more about The Alaska Community Foundation by visiting us online at www.alaskacf.org or in person at 3201 C Street, Suite 110, Anchorage, AK 99503. Please contact ACF Staff by calling 907.334.6700 or emailing info@alaskacf.org.



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