

# AMERICAN INDIAN COLLEGE FUND WEB APPLICATION INSTRUCTIONS FOR STUDENTS

*All students MUST complete the American Indian College Fund online web application for scholarship consideration.*

To access the application, students must go to the American Indian College Fund website at:

[www.collegefund.org](http://www.collegefund.org)

1. Use the Scholarships & Students menu, select Scholarships available to access the Online Application web page on the menu down the left side.
2. **1<sup>st</sup> time users:** must establish an account before you can log on. Click where indicated on the Apply for Scholarship page “click here”.
  - User ID must be a minimum of 8 characters (alpha only, no numeric or other)
  - Password must be a minimum of 8 characters (alpha/numeric)

**Previous users:** Students that have applied on-line previously should use the same login and password.

If you can not remember your password do one of the following:

- enter your e-mail address in the “+IBM-forgot your password+IBM-” section noted on the site,
  - call toll free (800) 776-3863 and ask for extension 373 or call (303) 426-8900 extension 373
  - e-mail [bskenadore@collegefund.org](mailto:bskenadore@collegefund.org)
3. Once an account is established, log on with user ID and password.
  4. There are two (2) pages to the application, you must complete both pages and hit “Apply for Scholarship” for application to be submitted.
    - If all required fields are not completed, you will get an error message when trying to move to the next page and the required fields will be highlighted.
    - Your entries will only be saved after the page has been accepted.
    - **Enrolled Tribal members and descendants:** be sure to complete the Tribal Affiliation field.

Students who have completed an on-line application previously must update information on the 1<sup>st</sup> page and submit a new essay on the 2<sup>nd</sup> page. **An essay used in a previous application will not be considered.** Delete the old essay and enter new. Essays can be created in MS Word and then use the copy/paste command to put in the on-line essay.

5. Print a hard copy of both pages when complete (note: essay will not print out in it’s entirety)

It will take approximately 30 minutes to complete the online application.

6. Have a CMN Student ID
  - Your CMN Student ID picture is required for submission of your application
  - If you have difficulty uploading your photo in the application, please contact me (Roberta Smith/Finance office) and I can email your picture to you. You will then have to upload it to the AICF application. My email address is [rsmith@menominee.edu](mailto:rsmith@menominee.edu)
  - If you do not have a CMN Student ID, get one from the Student Services Office (Keshena) or Receptionist (Green Bay)
  
7. Turn in 2 page application with CMN Student ID no later than **4:30 p.m (02/05/2010)**

to: Finance Office – GM202		- Keshena Campus
Receptionist		- Green Bay Site
  
8. Schedule an appointment for your interview
 

Wednesday, February 10, 2010	--:00 - --:00 (morning)	-Green Bay
Thursday, February 11, 2010	--:00 - --:00 (all day)	- Keshena
Friday, February 12, 2010	--:00 - --:00 (1/2 day)	- Keshena
  
9. Complete the interview with Scholarship Committee at scheduled time. Be on time and communicate clearly.
  - If you need to re-schedule interview you **MUST** contact Finance Office @ the Keshena Campus or Receptionist @ the Green Bay Site **PRIOR** to your scheduled interview.
  - If you are late for your interview you will be docked points.
  - If you fail to show for your interview you will not be considered for a scholarship.

**Scholarships will be awarded according to the following scale:**

Grade Point Average	15%	
Profile Statements	20%	(Essay, extracurricular activities and honors)
		(Grammar, punctuation and spelling will be taken into consideration, as well as content)
Interview	20%	
Financial Need	20%	
Community Service	25%	

**\*Please be aware that some scholarships have specific requirements the college must meet such as:**

Enrolled in a specific program	Male / Female	American Indian
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