FILLING OUT THE APPLICATION

TO REGISTER TO APPLY:

The first step in applying for a WCCF scholarship is to register with the system.

http://wccf-wi.org/application/

At this page you will be asked to register as a first time user. Even if you applied in the past, you will need to re-register with an email and password. Once you have created an email address and password, you will receive a confirmation to that email address you just created. The confirmation indicates that you have successfully been registered and can go back to **http://wccf-wi.org/application/** to log in.

You should receive the confirmation email within minutes of registering. Make sure to check your junk mail, or clutter mailboxes to make sure it did not arrive in there. If you do not receive a confirmation email, please contact terry@wccf-wi.org for help.

FILING OUT THE APPLICATION

Please do your best to fill in everything on the application. Filling out the application itself won't take long. The parts of the application that will require time are:

1. Letter of Recommendation
2. Demonstrating Financial Need
3. Writing your Bio:

Unlike other scholarship application processes, we do not include an interview as part of our process. We ask that each applicant write a 500 word bio that replaces the interview.

A successful bio will:

1. Describe who you are and why you are a good candidate to receive a scholarship.
2. State your future goals and how a college education will help you achieve those goals.
3. Share any information about any financial hardships you may have that could stand in the way of you paying for your college education.

Although you only need to fill out one application to be eligible for all the scholarships that we offer, you may want to review the scholarship list. Because of the specific requirements of the many scholarships, there may be one or two that might be a good fit for you. You should mention this in your bio as well.

Anything indicated with an Asterisk * in the application must be filled out or uploaded. Otherwise the application will not be accepted and it usually tells you what field(s) are missing when trying to submit.

Uploads are needed for Letter of Recommendation and Transcript. There are additional uploads for the Barbara Scholarship Essay, and SAR report (from FAFSA) concerning your financial aid status.

REMEMBER: You can SAVE your work and come back to it until you are ready to SUBMIT. When you submit, you will receive notification on the screen that you are going to submit and that you are allowing the Foundation Scholarship committee members to view your scholarships application. Once you submit your application and it has been accepted, you cannot go back in. Please notify terry@wccf-wi.org if you are ready to submit, but only waiting for something – like a Letter of Recommendation or a Transcript.

<mark>**Transcripts from UWM at Washington County Students look like this:**</mark>

UWM students – please upload your unofficial transcript from your PAWS account:

With an active UWM Email Address, you can request up to one free electronic copy of your Unofficial Undergraduate or Graduate Transcript per day in PAWS:
1. Log in to PAWS
2. Under the Academics header, click in the drop down menu and select Transcript: View Unofficial, then click the arrow button
3. Select the Undergraduate or Graduate Transcript and default Output Destination Type (email), then click the Submit Transcript Request button
4. A PDF copy will be delivered to your UWM Email Address immediately.

You can scan and upload it, or you can give it to terry@wccf-wi.org to upload for you.