



SCHOLARSHIP APPLICATION STEP-BY-STEP GUIDE

1

Complete the FAFSA

<https://www.studentaid.gov/h/apply-for-aid/fafsa>



FAFSA Application

Although the FAFSA is NOT required for Chandler Education Foundation (CEF) scholarships, your application will not be considered by Donors who ask for financial need information without it. The FAFSA provides a confidential and consistent way for CEF to evaluate financial need for all applicants.

Additionally, many colleges require FAFSA completion as part of the application process. Even if you don't qualify for student aid, you may qualify for school grants!

Need Help? Your school College & Career Specialist has information about completing the FAFSA. Additional resources are available at <https://bit.ly/FAFSA-handbook>.

2

Print the Student Aid Report (SAR)

Go to studentaid.gov. Log in with your FSA ID and password. Select 'View Student Aid Report (SAR)' from the 'My FAFSA' page. Go to 'Processing Results'. Select 'Print'

3

SCAN and SAVE pages 1 & 2 of the SAR.

Be sure the OMB and DRN are covered first. These 2 pages must be uploaded to the scholarship platform when requested.

Block out the
Data Release Number (DRN).
The Expected Family Contribution
(EFC) must be visible.

4

Download CEF Information Release Approval form

https://bit.ly/CEF_Scholarships



CEF Scholarship Info Page

5

Download your high school transcript

You can access it on Infinite Campus under the DOCUMENTS tab.

When viewing on a computer, it is located on the lower left of your screen. Scroll to the bottom to find **UNOFFICIAL TRANSCRIPT WITH IN PROGRESS CLASSES**.

Block out your address and name, leaving your Student ID# visible. Save and upload to the scholarship platform when requested.

6

Gather information about your high school years:

- Volunteer work
- School clubs and activities
- Sports and activities outside of school
- Awards earned for academics, sports or other activities
- Names of one or two people, including a high school teacher/coach, who is willing provide a reference for you. Some donors may also ask for an elementary school teacher. **Inform your referees that they will receive a short questionnaire by email. They do NOT need to write a letter.** Not all applications require references, but have this information ready just in case!

Chandler Education Foundation Scholarship Platform -Foundant-



CEF Foundant Scholarship Platform

7

Register on the CEF Scholarship Platform

https://bit.ly/CEF_Scholarship_Platform

Create your User ID and password. Note: you cannot use your school email address. We recommend using Google Chrome as your browser.

8

Complete the Common Application Questionnaire

Approximately 30-40 questions designed to steer you towards scholarships most suited for you.

Once submitted, you cannot go back and edit! You can save and return, then click EDIT to update each section **before** hitting submit.

9

Submit and review the scholarships listed

Some will indicate "Application Submitted." Those have now been submitted for you. There's nothing more to do.

You may be eligible for additional scholarships. Review these opportunities, listed as "Application Draft." Select the scholarship name to see supplemental questions and essay prompts. You may work on each and save until you are ready to submit each additional application.

Once finished, the Foundant platform will allow you to see your application status.

A panel of CEF volunteers will assist Donors with evaluating the scholarship applications. You should expect to receive an update by mid-March. You will receive notification via the email address used when you registered for the platform.