TechForce FOUNDATION™

Applying for scholarships and grants

Students pursing a technical education who wish to apply for scholarships or grants from the TechForce Foundation should take the following steps:

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Get ready to apply by having the following in hand:

1. Your email address on file with your school (**NOTE-** As of May 8, you must use the PERSONAL email address that is on file with your school.)

2. If you're applying for a Life Happens emergency grant, a computer file containing scanned copies of outstanding bills, receipts, estimates (*must be in your name*) that demonstrate the specific emergency for which you need assistance.

Visit techforcefoundation.org. Choose "Scholarships" from the top navigation and follow the steps, making sure to review the video and the Award Cycles & Decision Days calendar for helpful information. "Apply" to be connected to our online system. For future visits, bookmark the link.

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First timers must **"Sign Up" (upper right corner)** to create one master account. For successful access, you must use the email address described in 1. above. If you can't remember that email address, ask your campus representative. If you're having trouble, visit FAQs for troubleshooting tips.

Once you Sign Up and create a unique password, the system sends a verification email. Check your email inbox and respond as stated to activate your account. (NOTE: If the email is not in your inbox momentarily, check Junk or SPAM!) Once your account is live, "Sign In" (upper right corner) repeatedly using this email and password.

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First, complete the General Application. Take your time and be thorough. Your answers matter! When done, choose "Finish and Submit." Your General Application should say "Submitted." "Drafted" applications are not considered.

You're not done yet: Next view the "Recommended Opportunities". *You MUST "Apply" to one or more Recommended Opportunities to be considered for those types of awards.* Read each description carefully and only "Apply" if eligible.

(Note: The system will let anyone apply, but if you don't meet the criteria, you are just wasting your time. If you're qualified, click the "Apply" button, answer the additional questions and complete or upload any requested information. "Finish and Submit" the application; "Drafted" applications are not considered.)

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Sign In periodically to check the status of your applications. You can view recent activity by selecting "My Applications".

Wait for the cycle to close and reviews to be done. "Award Offers" are released according to the Award Cycles & Decision Days calendar. To be sure you don't miss an award offer, keep an eye on your email inbox and also periodically sign.

If selected, Award Offers are sent by email and a notice also appears when you login. If you receive an Award Offer, you have 14 days to read and accept the conditions of the award or it will be forfeited. If no Award Offer is received, then you have not been selected and eventually your application status will turn to "Not Selected."

New Opportunities continuously open per the Award Cycles & Decision Days calendar. So if you haven't received an award and would like to keep trying, you **CAN** "Apply" again. Just keep your General Application current and keep applying to new Recommended Opportunities.

Good luck to you, and thank you for allowing the TechForce Foundation to consider your application.   techforcefoundation.org/Scholarships

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