PANDA LEADERS SCHOLARSHIP – INSTRUCTIONS & FAQ

Once you click the 'Apply Now' button, you will be directed to the Scholarship America Hub to create/ access your account and submit your application.

CREATING AN ACCOUNT OR LOG IN

- **If you have NOT already created an account:**
  - Click I'm a student'

    Scholarship America | Hub

    You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

    Sign In

    Username *

    Password *

    LOG IN

    Forgot password/username?

    First time here?

    I'm a student

    I'm a recommender

  - Fill out registration

    Scholarship America | Hub

    You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

    First time here?

    Once you register, you will be sent an email to create a password and complete your registration.

    Username *

    Email *

    First name *

    Middle initial

    Last name *

    REGISTER

    Have an account?

    Access my account

  - You will then receive an email confirming your registration. If you do not see if right away, check you spam folder and mark Scholarship America as a safe sender.
    - Click on 'Confirm your registration' within the email

      Hello First 3 Last 3,

      You are receiving this notification because you registered for an account on the Scholarship America Hub. If this is correct, follow the link below to confirm.

      Confirm your registration

      If you need assistance or have questions, contact us.

      Thank you,

      Scholarship America Customer Support Team

- o Input your password

- o Log in
- o Complete your profile information

- **If you have already created a Hub account previously**
  - o Log in with your username and password

Sign In

Username *

[ ]

Password *

[ ]

LOG IN

Forgot password/username?

- o If you forgot your password or username, select that option and follow the prompts
  - ▪ An email will be sent to you to change your password
    - • If you do not see it right away, check you spam folder and mark Scholarship America as a safe sender.

CREATING OR EDITING YOUR PROFILE

- **Personal information required**
  - o Date of Birth
  - o Address to include City, State, Zip and County
  - o Phone Number
  - o Gender
  - o Ethnicity
- **Post-secondary education information required**
  - o Current grade level
    - ▪ What level of school are you in right now for the 2022-23 academic year?
  - o GPA
  - o Type of post-secondary school you plan to attend for the 2022-23 academic year
  - o High school graduation year
  - o Field of Study
    - ▪ Broad area of study, you can be more specific within the application
  - o Are you a first-generation college student?
    - ▪ Are you the first person in your family to attend college?
  - o Year in school for the upcoming 2022-23 academic year

- Example: If you are currently a high school senior, you will be a 1st-year undergrad/Freshman next year

Please complete the following profile fields. This is the basic information required for applications in the Scholarship America Hub. Your information will pre-populate on your applications. When your information changes, come back to this page and make updates. Using your completed profile information, we will match you with available and open scholarships.

Personal Information

Date of birth *	01/01/1940
	Format: mm/dd/yyyy
Country *	United States
Address *	304 Test
	Your primary address
Address (line 2)	
City *	Test
State/Province *	Minnesota
ZIP/Postal code *	56017
Primary phone *	555-555-5555
	Format: 555-555-5555
Gender *	Do not wish to report
Ethnicity *	Do not wish to report

Profile Information

Your current grade level *	Postsecondary (university) student
Cumulative GPA on a 4.00 scale *	3.00
	This website uses a 4.00 GPA scale. If needed, view the conversion chart to convert your % grade.
Post-secondary school type you plan to attend *	University or 4-year college
What year do/did you complete high school/secondary school *	2018
	format: yyyy
Field of study *	Undecided
First generation college student *	○ Yes ● No
Year in school for the upcoming academic year *	3rd year undergraduate/Junior

Save my profile   **Return to top**

SAVE YOUR PROFILE BEFORE CONTINUING!

ACCESSING THE SCHOLARSHIP

- Once you have saved your profile, click on the Scholarships tab at the top of the webpage

Welcome.   ⚙ Settings | Log out

◆ Scholarship America. | Hub   Dashboard   Profile   Scholarships   Recommenders   Documents
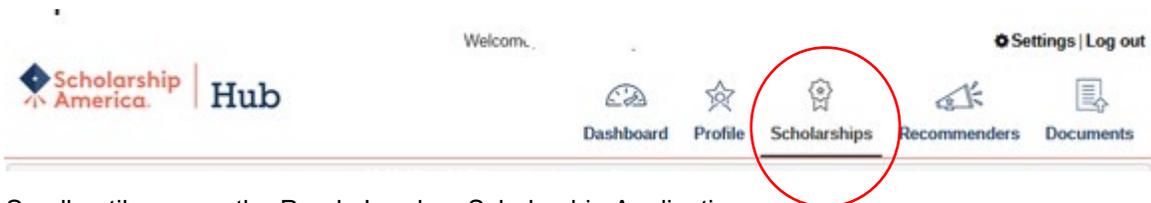
- Scroll until you see the Panda Leaders Scholarship Application

Panda   **Panda Leaders Scholarship Program**
Opens on: September 29, 2022 6:00am
Due by: October 28, 2022 5:00am
LEARN MORE | APPLY NOW

- *If you do not see the application, your profile may need to be adjusted. Please email panda@scholarshipamerica.org for assistance. *

- Click 'Apply Now' and you will be taken to the application

<u>**COMPLETING THE APPLICATION**</u>

- Follow allow with your progress in the progress bar at the top of your application. The bars highlight green as you complete sections successfully.
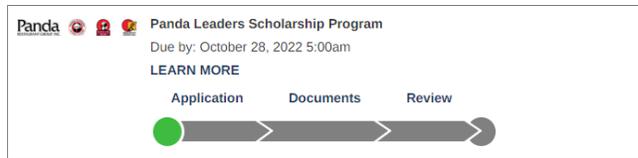
- **Application Section**
  - o ***Any part that has a red asterisk next to it, needs to be filled out to submit your application.***
  - o Employment Information

  - o High School Information

- Post-Secondary Information
  - Provide information on the school you plan to attend next year
    - If you are undecided, select your first preference
    - If you change school choice after you submit, you need to email panda@scholarshipamerica.org to update your application.
  - Use the search bar provided to find your school. **<u>Do not use abbreviations.</u>**
  - Use the drop-down options as provided.

Postsecondary School Information

Provide information about the postsecondary school you plan to attend for the upcoming academic year. If you are undecided or your enrollment status is unknown, select your first preference.

When using the "Find your school" function, US/Canada students please select State/Province where the school is located and enter a Keyword from the name of the school. Select school from the resulting list.

Students attending school outside of US/Canada, use the Keyword search only and select from the resulting list.

If your school is not found, select the School Not Listed option and complete all of the school fields.

Find your school

State/Province [-Choose one- ▾]

Keyword [ ]

College Name * [ ]

College City * [ ]

College State * [-Choose one- ▾]

College Type * [-Choose one- ▾]

Next year in College * [-Choose one- ▾]

I will be enrolled * [-Choose one- ▾]

Expected College Graduation Month * [-Choose one- ▾]

Expected College Graduation Year * [ ]
yyyy

Degree Sought * [-Choose one- ▾]

Major or course of study * [ ]

- Self-Declared GPA
  - Enter your GPA on a 4.00 scale.
    - If you GPA is higher than a 4.00, please enter 4.00
  - Select your GPA type based on the transcript (high school or undergrad) you are providing.

Self-Declared GPA

If you are currently a high school senior or have not yet completed one full term of postsecondary education, provide your cumulative grade point average from grades 9-12. Enter your cumulative High School grade point average on a 4.00 scale.

If you are currently in college/postsecondary school and have completed at least one full term, enter your cumulative postsecondary grade point average on a 4.00 scale.

Cumulative GPA on a 4.00 scale * [ ]
*This website uses a 4.00 GPA scale. If needed, **view the conversion chart** to convert your % grade.*

GPA Type * [-Choose one- ▾]

- o Work Experience
  - ▪ Be sure to include your work experience with Panda Restaurant Group and also any other work experience you may have.

Work Experience

List your paid work experiences during the past four years (examples: food server, cashier, babysitter, yard work, office work). Be sure to include your work experience with Panda Restaurant Group. For each position, indicate dates of employment, total number of months worked, and the average number of hours worked each week.

To report additional jobs, click the Add Another button below. You may report up to 8 work experiences.

#1

Employer and/or position	[ ]
Starting month	-Choose one- ▾
Starting year	[ ] yyyy
Are you still Employed?	○ Yes ○ No
Total number of months worked	[ ]
Number of hours employed per week	-Choose one- ▾

Add Another

- o Activities, Awards and Honors
  - ▪ List any school or volunteer activities in the last four years
    - • Examples: sports, student government, music, coaching, volunteering
  - ▪ Include the number of years for each activity and any levels of leadership held in each activity
  - ▪ There is an option to add more as needed.

Activities, Awards, and Honors

Tell us about your school and volunteer (unpaid) community activities during the past four years (examples: student government, sports, music, Scouts, hospital volunteer, coaching). For each activity, indicate the academic years of participation, leadership positions or offices held, and awards and honors received. If participation was only during summer months, mark the academic year following the summer of participation.

Report each activity separately. To report additional activities, click the Add Another button below.

#1

Activity	[ ]
Activity Years	☐ 2020-2021 ☐ 2019-2020 ☐ 2018-2019 ☐ 2017-2018
Leadership position/office held for this activity	[ ]
Leadership Years	☐ 2020-2021 ☐ 2019-2020 ☐ 2018-2019 ☐ 2017-2018
Additional Leadership position/office held	[ ]
Additional Leadership Years	☐ 2020-2021 ☐ 2019-2020 ☐ 2018-2019 ☐ 2017-2018
Award/Honor received for this activity	[ ]
Award Years	☐ 2020-2021 ☐ 2019-2020 ☐ 2018-2019 ☐ 2017-2018
Additional Award/Honor received	[ ]
Additional award years	☐ 2020-2021 ☐ 2019-2020 ☐ 2018-2019 ☐ 2017-2018

Add Another

- Goals Statement
  - Describe your educational and career goals in 1,000 words or less
    - If you need help, click the Essay entry help option

Goals Statement

Goals Statement

Tell us about your educational and career goals and objectives. (Space is limited; be concise.) If you need technical help to complete the essay responses, click the link below. (This will open a new tab or window.)
Essay entry help

0 of 1000 characters used

- Unusual Circumstances
  - Describe how and when any unusual family or personal circumstances have affected your achievement in school, work experience or your participation in school or community activities in 1,000 words or less
    - If you need help, click the Essay entry help

Unusual Circumstances

Unusual Circumstances

Please describe how and when any unusual family or personal circumstances have affected your achievement in school, work experience, or your participation in school and community activities. (Space is limited; be concise.)
Essay entry help

0 of 1000 characters used

- Certification and Signature
  - Please reach through this section
  - Once ready, sign your name and enter the date
  - Then save answers

Certification and Signature

You, the applicant, are responsible for accurately completing the entire application and submitting it by the deadline date.

"By submitting this application, I acknowledge Scholarship America has the sole responsibility for selecting recipients based on criteria set forth in the program guidelines and decisions are final. Once submitted, this application becomes the property of Scholarship America. I understand that Scholarship America will use the personal data collected in this application for the purpose of reviewing applications and candidates and selecting scholarship recipients and will process this data in compliance with the **Scholarship America Privacy Policy**. Collected data will be shared only with the sponsor for the administration and promotion of the program.

I understand that I may withdraw my consent to the processing of personal data by Scholarship America at any time by contacting Scholarship America, as provided in their **Privacy Policy**, but that doing so will impact Scholarship America's ability to consider my application. All application data will be stored for a period of up to seven (7) years after the last update to this data or for such term as necessary to comply with applicable laws.

I certify I meet eligibility requirements of the program and the information provided is complete and accurate to the best of my knowledge. If requested, I will provide proof of information, including an official transcript of grades and letters/documentation from the organizations with which I am involved. Falsification of information may result in termination of any award granted.

By typing my name, I agree to the terms and conditions for submitting an application to the Panda Leaders Scholarship Program. I understand this is an electronic signature that has the same legal authority as my handwritten signature." Sign the application by typing names and dates below.

Applicant Signature *

Signature Date *

mm-dd-yyyy

- o Once you save you answers, any required field missing will be noted at the top in red.
  - ▪ You will need to complete this before you can submit.
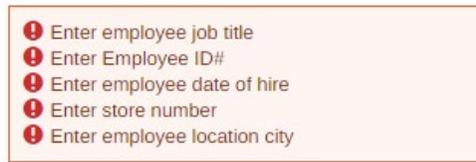
- o Your progress bar should look like this is completed correctly.

- • **Documents Section**
  - o You can upload up to 10 transcripts, only 1 is required to submit.
  - o Upload a current transcript which should include:
    - ▪ It can be unofficial or official, both are accepted
    - ▪ Your name
    - ▪ The school's name
    - ▪ A full list of <u>completed</u> grades with credit house and terms in which the course was taken
    - ▪ Cumulative GPA
  - o **DO NOT** upload a grad report or school schedule. These will not be accepted.
  - o Which type of transcript you should upload
    - ▪ If you are a high school senior or graduate who has not yet taken college courses: upload a high school transcript
    - ▪ If you are an undergraduate student: upload your must up to date college transcript
  - o If you have attended multiple schools, please upload all transcripts

- o Your progress bar should now look like this, if you have successfully uploaded a transcript

- • **Review Section**
  - o Review all the information you have entered into your application before submitting.
 - o Click Lock and Submit, to fully submitted your application to Scholarship America.

- o **Once you Lock & Submit you are not able to make changes.**
  - ▪ If you need to make changes, email panda@scholarshipamerica.org
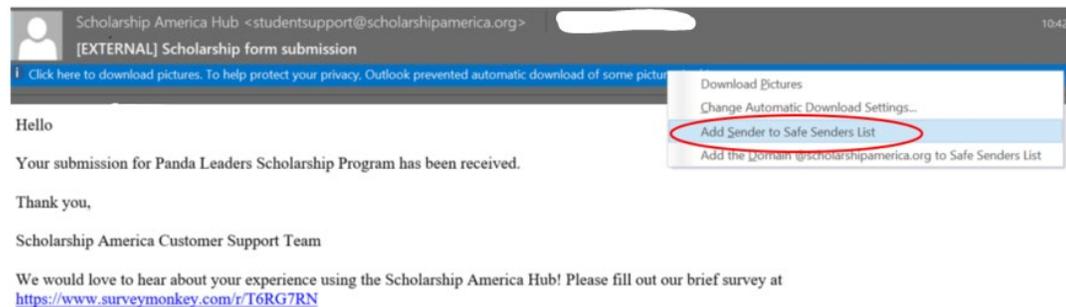
- **After Submitting**
  - On you Dashboard you will see the following to ensure it has been submitted:
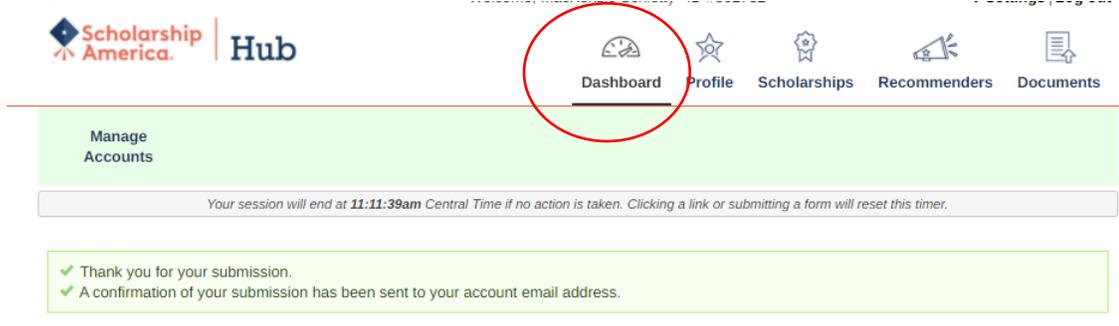
  - Click on Submitted, here you will see all yoru submitted applications
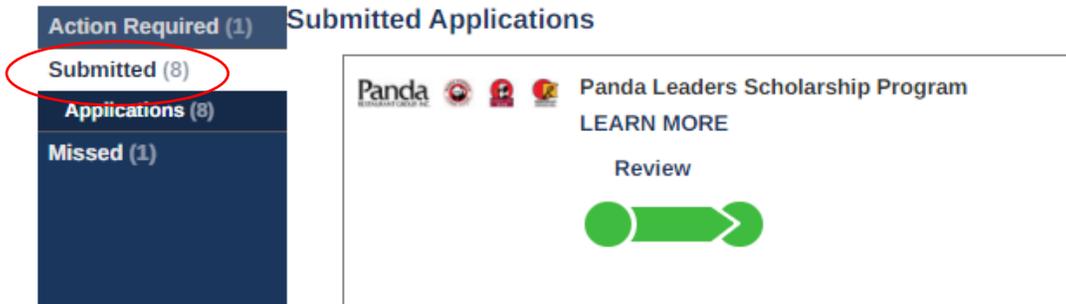
  - You will also receive this email:

    - If you do need see this email, check you spam/junk folder.
    - Please also mark Scholarship America as a safe sender to ensure you receive all further emails to your primary inbox

NOTIFICATION

  - You will be notified by email in December regarding the status of your application
  - If further information is needed after submitting, Scholarship America will reach out to you.

COMMONLY ASKED QUESTIONS/ FAQ

  - **Do I need to complete the entire application in one session?**
    - No you can save and return to your application at any time until the deadline date.
    - To access your application, log in with your Hub account information. Click on Dashboard at the top and your application will be there. You can continue at whichever section you have left to complete.
  - **Can I apply if I am planning to attend graduate school?**
    - No, the scholarship is only open to those who are enrolled in an undergraduate course of study.
  - **Can my transcript be unofficial?**
    - Yes, you do not need to submit an unofficial transcript. But it should include, your name, the school's name and a full list of completed courses with credit hours and GPA.
      - If you have attended multiple schools, please attach all transcripts
  - **Can I make changes to my application once it has been submitted?**
    - No, once your application has been submitted, it is final. If you need to make changes, please contact Scholarship America at panda@scholarshipamerica.org

- **What can the scholarship be used towards?**
  - The award can be used towards education related expenses such as tuition, fees, book and supplies. Any further questions would need to be addressed with your school.
- **What is the amount of the scholarship?**
  - The amount of the scholarship will depend on both your full-time or part-time enrollment and will not exceed 80% of your tuition fees. The maximum amount you can receive as a part-time student is $1,200. The maximum amount you can receive as a full-time student is $2,500. Award amounts will be adjusted accordingly to your enrollment and school choice.
- **Is the award renewable?**
  - Yes the scholarship is renewal, up to 5 years or until a Bachelor's degree has been earned, whichever occurs first.
  - You must continue to meet eligibility requirements
    - Maintaining a 2.7 cumulative GPA or higher on a 4.0 scale
    - Enroll in part-time for full-time undergraduate course of study
    - Continue to be employed by Panda Restaurant Group in a position of Shift Leader, Training Leader, General Manager, Assistance Manager, Chef, Cook, Counter Help or Kitchen Help or Support Center Associate (permanent status an up to P3 level)
      - In good standing or have been promoted to a high position approved by Panda
      - Continue to work an average of 30 hours/week
- **When will I find out if I have been selected for an award <u>or</u> that my award has been renewed?**
  - All applicants and renewal students will be notified in early December regarding their status.
- **When will checks be disbursed?**
  - Checks will be disbursed in on installment in December. You must remain employed at the time of check payments to receive your scholarship. If your employment with Panda has ended, you will forfeit your remaining award and not receive a check.
- **How will checks be disbursed?**
  - Checks are made payable to the institution where the student is enrolled. A paper check will be mailed to the student's home address that is on file.
- **My school choice has changed, what do I need to do?**
  - Please email Scholarship America at panda@scholarshipamerica.org to have your school choice updated
- **My address has changed, what do I need to do?**
  - Please email Scholarship America at panda@scholarshipamerica.org to have your address updated
- **If I need a new check due to a school or address change, it has been lost or is now stale, what should I do?**
  - Email panda@scholarshipamerica.org explaining the situation and a new check will be sent.