

## **San Antonio Area Foundation – Common Application**

### **FAQ/Instructions for Completing the Application**

**DEADLINE: Students must submit their application and transcript by  
February 24, 2024 – 11:59 PM (Central Time).**

#### **FAQ**

##### **How do I learn about San Antonio Area Foundation scholarships?**

Go to <https://learnmore.scholarsapply.org/saafdn> for information regarding the application process with links to all the scholarships provided by the San Antonio Area Foundation which is administered by Scholarship America.

##### **Is there an application fee for San Antonio Area Foundation scholarships?**

It's free! There is no charge to apply.

##### **What is the average amount of a scholarship?**

Scholarships range from \$500 - \$6,000 with an average award of \$2,000.

##### **May I apply for more than one scholarship at a time?**

Yes. By completing and submitting the shared application you will be considered for all scholarships, provided you meet the eligibility requirements. However, you may not receive more than 3 scholarship awards.

##### **If I am not selected as a recipient, do you explain why?**

No. Due to the number of applications we receive, we do not notify nonrecipients about specific reasons they were not selected.

##### **What is financial need?**

Financial need will be determined by evaluating a number of factors, including the applicant and his or her family's income, assets, and family size. The applicant and the family's ability to contribute, or pay toward the costs of college, will be the primary factor used to determine financial need.

**When is the application deadline?**

The deadline to submit applications online is **February 24, 2024 – 11:59 PM (Central Time)**

**Can applications be submitted by fax or email?**

No. Applications must be submitted online.

**Previously, I needed a recommendation to apply, but I do not see where to enter that information now?**

You are no longer required to have a recommendation.

**This is my first time visiting the Scholarship America Hub, how do I create an account?**

Once you get to the Scholarship America Hub, if you have never created an account before, click 'I'm a student'. This will prompt you to create a profile with your information. Once you are done, save your profile and you are now ready to browse the scholarship. Select 'Scholarships' at the top of the page and scroll until you find the San Antonio Area Foundation – Common Application.

**While creating my account, I was told that the account already exists. How do I log in?**

When you create your profile, you create a unique username and password. Anytime you visit the Scholarship America Hub, you will log in with your username and password. On the Dashboard you will see programs you have submitted or started applications for.

**How do I change my User Name or Password?**

Your User Name cannot be changed. If you forget your User Name or would like to reset your Password, go to the login page and click the '**Forgot password/username?**' and **follow the online instructions.**

**Passwords will need to be reset every 90 days. Make sure you use a secure password.**

**I am locked out of my account. What do I do now?**

If you attempt to login with a wrong User Name or Password numerous times, your account will be disabled. If this happens, email [saafdn@scholarshipamerica.org](mailto:saafdn@scholarshipamerica.org) and ask that your account be unlocked. Provide your first and last name and/or username.

### **Do I have to finish my entire application at once?**

No, you are not required to complete the entire application at once. You will be able to work on your application from the time you begin until the application deadline on **February 24, 2024 at 11:59 PM (Central Time)**. To save your updates, click **Save and Log out**. To go back and edit go to <https://start.scholarsapply.org> and log in. The application you started will be on the Dashboard and you may resume where you left off.

**Once you click *Lock and Submit*, no additional changes can be made to your application.**

### **How do I know if I have completed all of the required information in a section of the application?**

If you have not completed all of the required information in a particular section of the application, you will be prompted to return to that section and complete the information. The information missing will be noted in red at the top of the application and will be denoted with asterisks throughout the application. You will not be able to submit your application if it is incomplete.

### **What supporting documents do I need to submit?**

As part of your application, you must upload your current, complete transcript of grades. Grade reports are not accepted. Transcripts must display student name, school name, grades and credit hours for each course and term in which each course was taken.

- **High school seniors or students who have completed less than one full term of postsecondary education**, submit your high school transcript. If applicable, provide your SAT/ACT scores if they are not included on your transcript. (A clear explanation of the high school's grading scale must also be submitted.)
- **Students currently or previously enrolled in college or vocational-technical school**, submit your college or vo-tech transcripts from each school attended.

SAT/ACT scores are not required, but if you plan to provide these scores are they are not listed on your transcript, you will need to upload an official copy of those test scores separately.

Each scholarship program has its own criteria and eligibility requirements. You may be asked to provide additional documents in a specific fund requests it. Read the [Eligibility Requirements](#) to determine if additional documents will be required.

### **How and when will I be notified if I receive a scholarship?**

All applicants will be notified in Late April.

**If I receive a scholarship, what do I need to do?**

If you are selected as a San Antonio Area Foundation Scholar you will receive an award letter providing detailed information on what you need to do to accept your award.

**Who receives the scholarship award check?**

Checks for the full award amount are mailed from the San Antonio Area Foundation to each scholar's school before the fall semester.

**If I receive a scholarship one year, will I automatically receive it the following year?**

Some scholarships are renewable. Your award notification will indicate whether the scholarship is renewable, a one-time award, or if you are required to reapply. Instructions for renewable awards will be sent via email in January.

**How do I thank the donors who provided the funds for my scholarship?**

We are happy to forward your correspondence to the donors. If they are no longer living, we will forward your letter to a family member and our Board of Directors.

You may address all correspondence to the donors:

Email: [scholarship@saafdn.org](mailto:scholarship@saafdn.org)

or

Mail: c/o San Antonio Area Foundation

PO Box 12089

San Antonio, TX 78212-2089

## Instructions for Completing the Application

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.

You can watch a short YouTube video or read through the manual instructions below to create/access your account.

### CREATING AN ACCOUNT OR LOGGING IN

- **YouTube Video Instructions:** <https://www.youtube.com/watch?v=B-ZGGVdS8zk>
- **If you have NOT already created an account:**
  - o Click I'm a student'



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

- o Fill out registration



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?

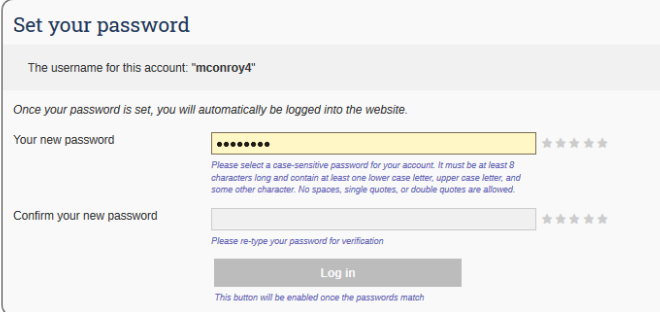
Access my account

- o You will then receive an email confirming your registration. If you do not see it right away, check your 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

- Input your password



**Set your password**

The username for this account: "mconroy4"

Once your password is set, you will automatically be logged into the website.

Your new password  ★★★★★

Please select a case-sensitive password for your account. It must be at least 8 characters long and contain at least one lower case letter, upper case letter, and some other character. No spaces, single quotes, or double quotes are allowed.

Confirm your new password  ★★★★★

Please re-type your password for verification

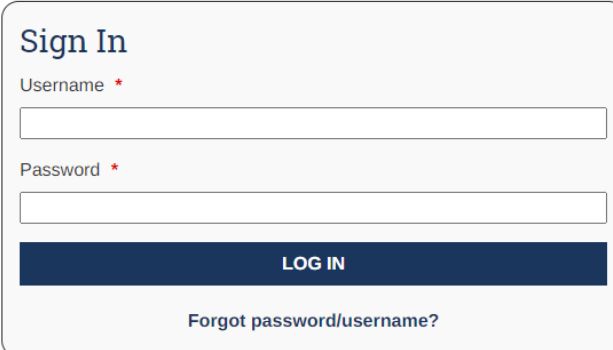
**Log in**

This button will be enabled once the passwords match

- Log in
- Complete your profile information

- **If you have already created a Hub account previously**

- Log in with your username and password



**Sign In**

Username \*

Password \*

**LOG IN**

[Forgot password/username?](#)

- 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 2023-24 academic year?
  - o GPA
  - o Type of post-secondary school you plan to attend for the 2023-24 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?
    - Year in school for the upcoming 2023-24 academic year
    - Example: If you are currently a high school senior, you will be a 1<sup>st</sup>-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 *	<input type="text" value="01/01/1940"/> <small>Format: mm/dd/yyyy</small>
Country *	<input type="text" value="United States"/>
Address *	<input type="text" value="304 Test"/> <small>Your primary address</small>
Address (line 2)	<input type="text"/>
City *	<input type="text" value="Test"/>
State/Province *	<input type="text" value="Minnesota"/>
ZIP/Postal code *	<input type="text" value="56017"/>
Primary phone *	<input type="text" value="555-555-5555"/> <small>Format: 555-555-5555</small>
Gender *	<input type="text" value="Do not wish to report"/>
Ethnicity *	<input type="text" value="Do not wish to report"/>

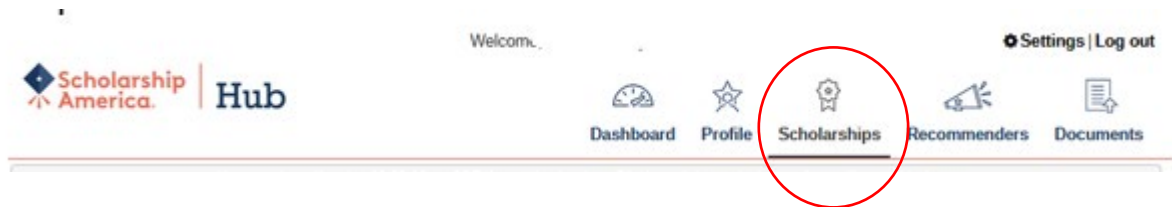
  

Profile Information	
Your current grade level *	<input type="text" value="Postsecondary (university) student"/>
Cumulative GPA on a 4.00 scale *	<input type="text" value="3.00"/> <small>This website uses a 4.00 GPA scale. If needed, view the conversion chart to convert your 5e grade.</small>
Post-secondary school type you plan to attend *	<input type="text" value="University or 4-year college"/>
What year did/did you complete high school/secondary school *	<input type="text" value="2018"/> <small>Format: yyyy</small>
Field of study *	<input type="text" value="Undecided"/>
First generation college student *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Year in school for the upcoming academic year *	<input type="text" value="3rd year undergraduate/Junior"/>

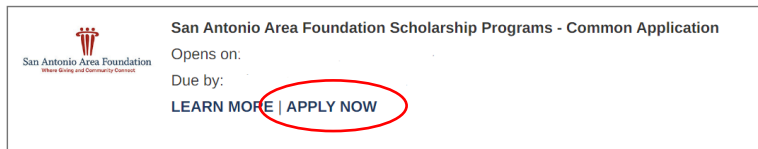
**SAVE YOUR PROFILE BEFORE CONTINUING!**

## ACCESSING THE SCHOLARSHIP

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



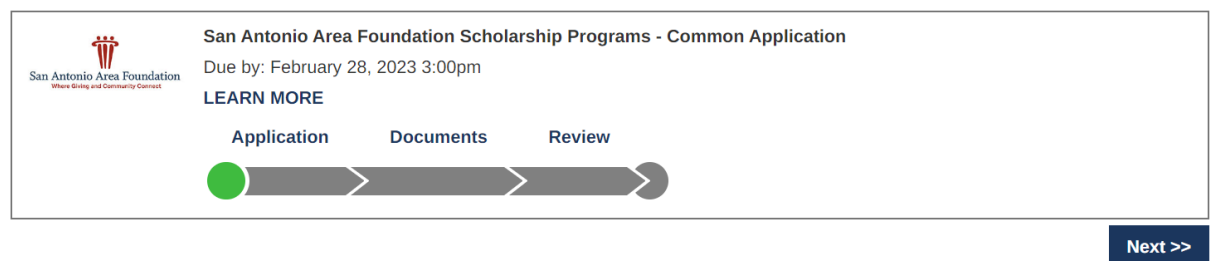
- Scroll until you see the Panda Leaders Scholarship Application



- \*If you do not see the application, your profile may need to be adjusted. Please email [saafdn@scholarshipamerica.org](mailto:saafdn@scholarshipamerica.org) for assistance. \*
- Click 'Apply Now' and you will be taken to the application

## COMPLETING THE APPLICATION

- Follow along with your progress in the progress bar at the top of your application. The bars highlight green as you complete sections successfully.





- **Application Section**

- **\*Any part that has a red asterisk next to it, needs to be filled out to submit your application. \***
- Additional Information
  - While you do not have to supply your phone number, we do encourage you to as this will be used for reminders throughout the program cycle.
    - Please note: data messaging rates will apply as necessary

**Additional Information**

Provide information about additional contact method

Mobile Phone Number   
555-555-5555

Do you opt-in to receive text messages regarding this program? \*  Yes  No

- **Student Eligibility Information**

**Student Eligibility Information**

The answers provided in this section will be used to match students to funds for which they may be eligible.

I am a: \*  U.S. Citizen  
 U.S. Permanent Resident  
 Not a U.S. Citizen or U.S. Permanent Resident  
The answer provided here will only be used to match students to scholarship funds that have a citizenship eligibility criteria.

Resident County \*

Are you married? \*  Yes  No

Are you re-entering the academic world after a lapse of 3 years or more? \*

Estimate the number of hours of community and/or leadership service you have completed in the past four years \*

Are you the first person in your family to attend college? \*  Yes  No

Do you plan to or currently attend a Judeo-Christian affiliated institution? \*

Are you a previous San Antonio Area Foundation recipient? \*

Have you or a family member been ill, injured, or deceased while on active, reserve, or national guard status and received medical treatment at a military facility in the Joint Base San Antonio/Fort Sam Houston system area? \*

Have you participated in the post-graduate Kym's Kids program? \*

Have you participated in varsity athletics? \*

Are you the child of an American service member who was killed in action, lost limb(s) or suffered a serious traumatic injury or death? \*

Would you like to be considered for the Erin Wilson McMahon Memorial Scholarship Fund for students attending college out of state? \*

- Employee Sponsored Programs
  - **If you or a family member are NOT employed by: Beldon Enterprises, Express News or John L. Santikos companies, DO NOT enter employee information.**
  - If you ARE entering employee information, please supply as much information as possible.

#### Employee Sponsored Programs

The answers provided in this section will be used to determine if a student may be eligible for funds sponsored by specific organizations for their employees and/or their dependents.

Beldon Enterprises: Are you a current employee or a child/grandchild of a current employee? \*

Express News: Are you a child of a current Express News employee? \*

John L. Santikos: Are you a current employee or an immediate family member of a current employee of John L. Santikos Companies? \*

Employee First Name

Employee Last Name

Employee ID #

Work Location City

Work Location State

Employee is the applicant's

- Parents or Guardian Information

#### Parent or Guardian Information

Provide Information about your parent, guardian, or an alternate contact's information.

Parent or Alternate Contact's First Name \*

Parent or Alternate Contact's Last Name \*

Daytime Phone \*

555-555-5555

Email Address \*

- High School Information
  - If you ARE NOT providing ACT/SAT scores, leave those sections blank (do not enter zero)
  - If you ARE providing ACT/SAT scores, please ensure they are either listed on your transcript or you are able to supply proof of your scores.

**High School Information**

Provide information about your high school. If you are currently in your final year of high school, also provide the academic information requested below (if available).

I am graduating from: *	<input type="text" value="-Choose one-"/>
High School City *	<input type="text"/>
My high school is/was in one of the following counties *	<input type="text" value="-Choose one-"/>
My high school is/was in one of the following districts *	<input type="text" value="-Choose one-"/>
High School State *	<input type="text" value="-Choose one-"/>
High School Graduation or GED Completion Month *	<input type="text" value="-Choose one-"/>
High School Graduation or GED Completion Year *	<input type="text"/>
Does your transcript provide a class rank?	<input type="text" value="-Choose one-"/>
Highest SAT Evidence-Based Reading and Writing score	<input type="text"/> <small>format: 600</small>
Highest SAT Math score	<input type="text"/> <small>format: 600</small>
Highest ACT composite score	<input type="text"/> <small>format: 26</small>

- 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 [saafdn@scholarshipamerica.org](mailto:saafdn@scholarshipamerica.org) to update your application.
  - Use the search bar provided to find your school. **Do not use abbreviations.**
  - 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 \*

*yyy*

Degree Sought \* -Choose one-

Major or course of study \*

- Self-Declared GPA
  - Enter your GPA on a 4.00 scale.
    - If your 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-

- Work Experience
  - Be sure to include any 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

Starting year

Are you still Employed?  Yes  No

Total number of months worked

Number of hours employed per week

- 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

- **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

- Financial Information
  - Please use information from your/your parents most recent tax return. If you need further help, please use the instructions listed within the application.
    - If you file as dependent on your parents, please supply their information
    - If you file as independent, please supply your information

#### Financial Information

Complete the financial instructions below for the parent(s) if the student applicant is claimed as a dependent. If the applicant is independent, the financial data is to be completed by the applicant.

Review the **Financial Information Instructions** for detailed information on each section.

If necessary, a separate printed **Financial Data Form (PDF)** may be submitted in order for one to be completed if parents cannot submit jointly on the electronic application. The parent who claims the dependent child as a dependent for tax purposes must provide the information below. Enter whole numbers only. Do **not** use symbols, commas, or decimals.

Dependency status *	<input type="text" value="-Choose one-"/>
State of Residence *	<input type="text" value="-Choose one-"/>
Adjusted gross income *	<input type="text"/>
Total federal tax paid *	<input type="text"/>
Total Income of Parent/Guardian or Applicant (if independent) *	<input type="text"/>
Total income of other parent/guardian	<input type="text"/>
Yearly untaxed income and benefits <small>(Social Security, Welfare, Child Support, etc.)</small>	<input type="text"/>
Medical and dental expenses not paid by insurance <small>(do not include premiums)</small>	<input type="text"/>
Total amount of cash, checking, savings, and cash value of stocks * <small>(do not include retirement plan funds, IRA or 401k)</small>	<input type="text"/>
Total number of family members living in the household and primarily supported by the reported income *	<input type="text"/>
Marital Status of Parent/Guardian (or applicant if independent) *	<input type="text" value="-Choose one-"/>
Total number of family members attending college at least half-time during the coming school year, including applicant * <small>(must be at least one)</small>	<input type="text"/>

- 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 application 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 unless otherwise noted for certain funds. All 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 unless otherwise noted for certain funds.

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 San Antonio Area Foundation 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.

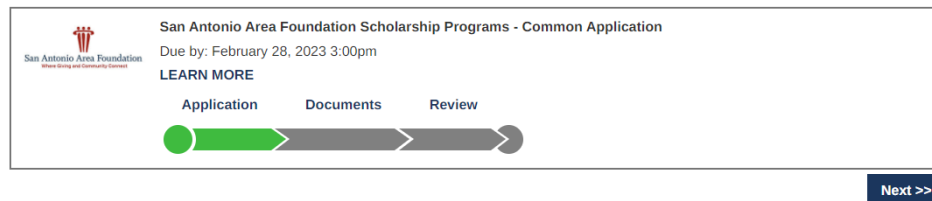
Applicant Signature *	<input type="text"/>
Signature Date *	<input type="text"/> <small>mm-dd-yyyy</small>
Parent/Guardian Signature	<input type="text"/> <small>required if applicant is under 18</small>
Signature Date	<input type="text"/> <small>mm-dd-yyyy</small>

- 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.

❗ Please indicate the school type you plan to attend.  
❗ Enter College Type  
❗ Please enter your graduation year.  
❗ **Show 24 more [ + ]**



- Your progress bar should look like this is completed correctly.



- **Documents Section**

- You can upload up to 10 transcripts, only 1 is required to submit.
- 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 completed grades with credit house and terms in which the course was taken
  - Cumulative GPA
- **DO NOT** upload a grad report or school schedule. These will not be accepted.
- 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 most up to date college transcript
- If you have attended multiple schools, please upload all transcripts

As part of your submission, you must upload the following document(s):

- A current, complete transcript of grades, including the most recently completed term. Transcripts must display student name, school name, grade and credit hours, and term in which the course was taken.

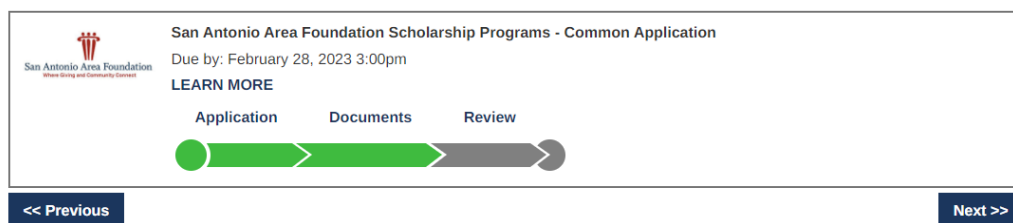
**Add a Document**

Only PDF, JPG, and PNG file types are allowed.

Document Type *	Description *	Document *
- Choose one -	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Add document

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

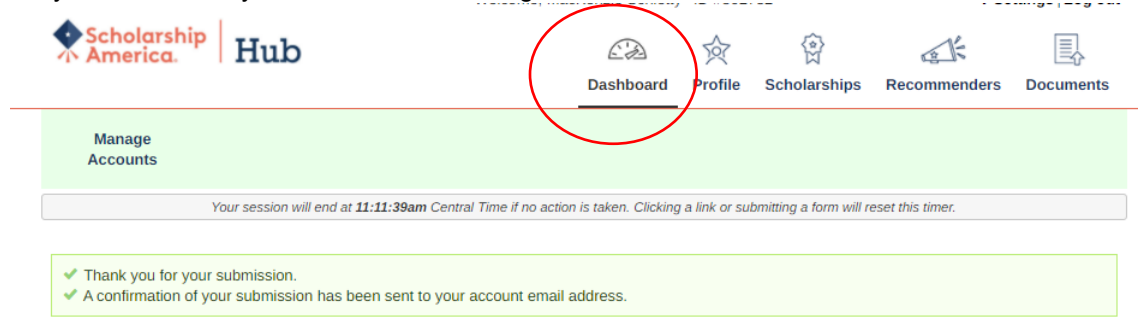


- **Review Section**

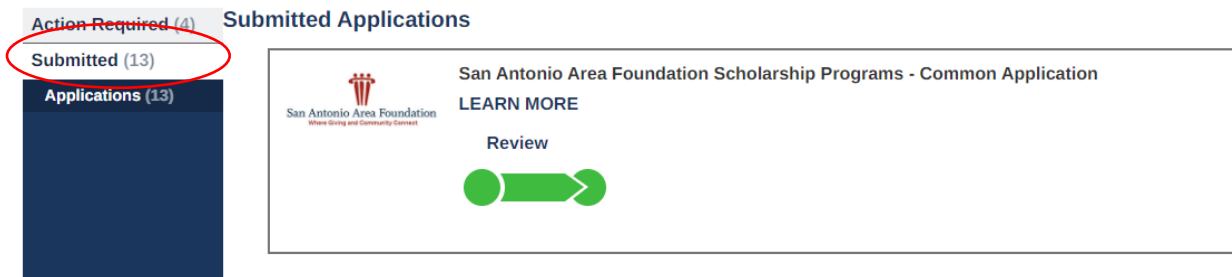
- Review all the information you have entered into your application before submitting.
- Click Lock and Submit, to fully submitted your application to Scholarship America.
- **Once you Lock & Submit you are not able to make changes.**
  - If you need to make changes, email [saafdn@scholarshipamerica.org](mailto:saafdn@scholarshipamerica.org)

- **After Submitting**

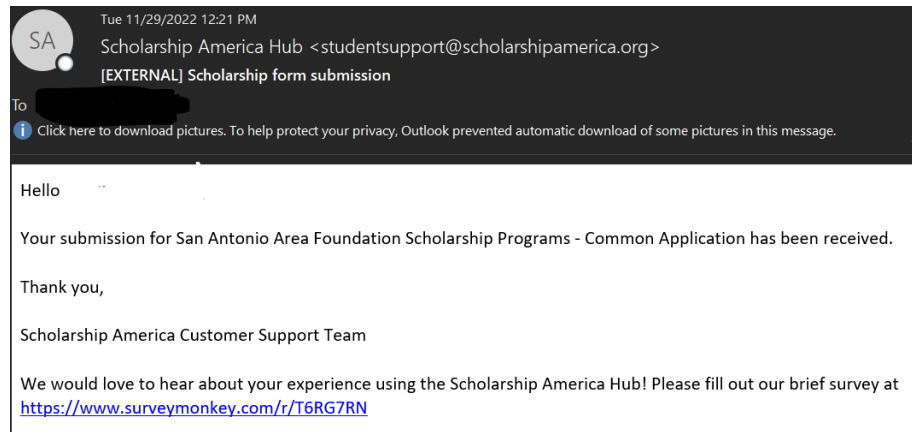
- On you Dashboard you will see the following to ensure it has been submitted:



- Click on Submitted, here you will see all your 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