

San Antonio Area Foundation Scholarship Program – Common Application Instructions

Steps to fully complete an application:

1. Access the landing page, review the program eligibility and click 'Apply Now'
2. Create your account or log into your previous account
3. Update your profile and save
4. Click 'Scholarships' and locate the San Antonio Area Foundation Scholarship Programs – Common Application
5. Complete your application, making sure all questions with an asterisks are completed
6. Upload transcript
7. Lock and Submit

Accessing the landing page:

Link for landing page: <https://learnmore.scholarsapply.org/saafdn>

- Review eligibility requirements for each fund
- Review the FAQ for frequently asked questions
- Review the awards tab to find out more information on the selection process and award payments
- Review Supporting Documents page and learn about what will need to be uploaded with your application

Once you have reviewed the landing page and are ready to apply, click the 'Apply Now' button, you will be directed to the Scholarship America Hub to create/ access your account and submit your application.

Creating your account or logging into your current account:

- **New to Hub: 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

- 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. You will then be able to choose your password

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

This button will be enabled once the passwords match

- Log in
- Complete your profile information

- Returning to Hub: If you have already created a Hub account previously

- Log in with your username and password

Sign In

Username *

Password *

[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 your spam folder and mark Scholarship America as a safe sender.

Creating or editing your profile

- Personal information required

- Date of Birth
- Address to include City, State, Zip and County
- Phone Number
- Gender
- Ethnicity

- Post-secondary education information required

- Current grade level
 - What level of school are you in right now for the 2023-24 academic year?
- GPA
- Type of post-secondary school you plan to attend for the 2023-24 academic year
- High school graduation year
- Field of Study
 - Broad area of study, you can be more specific within the application

- 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 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 *
Format: mm/dd/yyyy

Country *

Address *
Your primary address

Address (line 2)

City *

State/Province *

ZIP/Postal code *

Primary phone *
Format: 555-555-5555

Gender *

Ethnicity *

Profile Information

Your current grade level *

Cumulative GPA on a 4.00 scale *
This website uses a 4.00 GPA scale. If needed, [view the conversion chart](#) to convert your 16 grade.

Post-secondary school type you plan to attend *

What year do/did you complete high school/secondary school *
Format: yyyy

Field of study *

First generation college student * ☐ Yes ☒ No

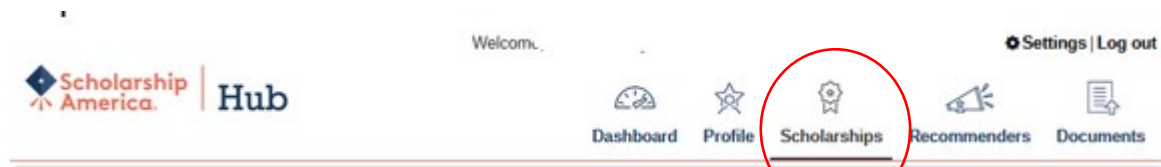
Year in school for the upcoming academic year *

[Save my profile](#) [Return to top](#)

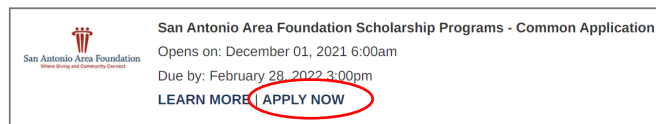
SAVE YOUR PROFILE BEFORE CONTINUING!

Accessing the application

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



- Scroll until you see the San Antonio Area Foundation Scholarship Application



- *If you do not see the application, your profile may need to be adjusted. Please email 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 the sections successfully.

The image shows the top of the application page. It includes the San Antonio Area Foundation logo, the title 'San Antonio Area Foundation Scholarship Programs - Common Application', and the due date 'Due by: February 28, 2022 3:00pm'. Below this is a progress bar with three stages: 'Application' (highlighted with a green circle), 'Documents', and 'Review'. A red oval is drawn around the 'Application' stage. A 'Next >>' button is located at the bottom right of the progress bar area.

- Application Section**
 - *Any part that has a red asterisk next to it, needs to be filled out to submit your application.***
 - Student Eligibility Information
 - Some question may have additional questions that need to be answered

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 *

-Choose one- ▼

Are you married? *

☐ Yes
☐ No

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

-Choose one- ▼

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

13

Are you the first person in your family to attend college? *

☐ Yes
☐ No

Do you attend a Judeo-Christian affiliated institution? *

-Choose one- ▼

Are you a previous San Antonio Area Foundation recipient? *

-Choose one- ▼

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? *

-Choose one- ▼

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

-Choose one- ▼

Have you participated in varsity athletics? *

-Choose one- ▼

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? *

-Choose one- ▼

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

-Choose one- ▼

- Employee Sponsor Programs
 - This section only needs to be completed if you would like to be considered for employee sponsored programs. Please read the funds PDF to review requirements.

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

- Parent or Guardian Information

Parent or Guardian Information

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

Parent or Alternate Contact's First Name *

Parent or Alternate Contact's Last Name *

Daytime Phone *

Email Address *

- High School Information

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: *

High School City *

My high school is/was in one of the following counties *

My high school is/was in one of the following districts *

High School State *

High School Graduation or GED Completion Month *

High School Graduation or GED Completion Year *

Does your transcript provide a class rank?

Highest SAT Evidence-Based Reading and Writing score
format: 600

Highest SAT Math score
format: 600

Highest ACT composite score
format: 26

○ 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 to update your application.
- Use the search bar provided to find your school. **Do not use abbreviations.**

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 the 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

Keyword

College Name *

College City *

My college is in one of the following counties *

College State *

Did you receive automatic admittance to Texas state colleges through Apply Texas * ☐ Yes ☐ No
does not include University of Texas - Austin

College Type *

Next year in College *

I will be enrolled *

Expected College Graduation Month *

Expected College Graduation Year *
yyyy

Degree Sought *

Is your major in a STEM field? * ☐ Yes ☐ No

Are you pursuing a degree in the Health Care field? * ☐ Yes ☐ No

Major or course of study *

Minor area of study
if applicable

○ 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 *

- Work Experience
 - Be sure to include your work experience
 - There is the option to add additional work experience if needed

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

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 *	-Choose one- ▼
State of Residence *	-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	<input type="text"/>
	<small>(Social Security, Welfare, Child Support, etc.)</small>
Medical and dental expenses not paid by insurance	<input type="text"/>
	<small>(do not include premiums)</small>
Total amount of cash, checking, savings, and cash value of stocks *	<input type="text"/>
	<small>(do not include retirement plan funds, IRA or 401k)</small>
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) *	-Choose one- ▼
Total number of family members attending college at least half-time during the coming school year, including applicant *	<input type="text"/>
	<small>(must be at least one)</small>

- 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 *

Signature Date *
mm-dd-yyyy

Parent/Guardian Signature
required if applicant is under 18

Signature Date
mm-dd-yyyy

-
-
-
-
-
-
-
-
-
-

- 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.

❗ Enter employee job title


❗ Enter Employee ID#

❗ Enter employee date of hire

❗ Enter store number

❗ Enter employee location city

- Once you complete the application successfully, your progress bar should look like this:



San Antonio Area Foundation
Please Bring to the Community Center

San Antonio Area Foundation Scholarship Programs - Common Application

Due by: February 28, 2022 3:00pm

[LEARN MORE](#)

Application

Documents

Review

[Next >>](#)

• 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 hours 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 must 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 -		Choose File No file chosen
Add document		

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



San Antonio Area Foundation Scholarship Programs - Common Application
Due by: February 28, 2022 3:00pm
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Application Documents Review

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Next >>

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.



San Antonio Area Foundation Scholarship Programs - Common Application
Due by: February 28, 2022 3:00pm
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Application Documents Review


<< Previous

Lock & Submit

- **Once you Lock & Submit you are not able to make changes.**
 - If you need to make changes, email saafdn@scholarshipamerica.org

After Submitting

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



Dashboard Profile Scholarships Recommenders Documents


Manage Accounts

Your session will end at 11:11:39am Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

✓ Thank you for your submission.
✓ A confirmation of your submission has been sent to your account email address.

- Click on Submitted, here you will see all your submitted applications

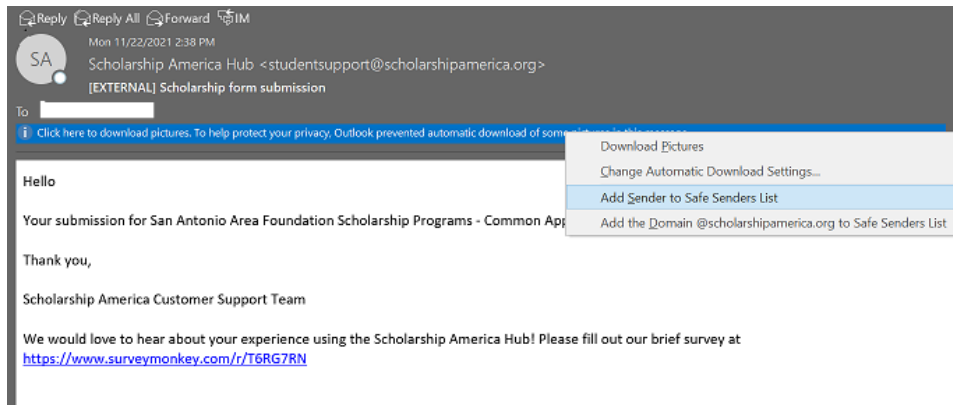
Action Required (1)
Submitted (10)
Applications (10)



San Antonio Area Foundation Scholarship Programs - Common Application
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Review

- 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



After Submitting:

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