

STARS Scholarship Application Process



Before You Apply

- » Make sure you are using **Internet Explorer 6.0** or higher as your web browser.
- » Obtain your **Sinclair email address**.
- » Obtain your **Student ID number**.
- » Some financial need based scholarships require you to complete the **Free Application for Federal Student Aid (FAFSA)**.
- » **Prepare your responses to the following two (2) free-form essay questions:**
 - 1) Describe your educational and career goals, and
 - 2) Discuss your extracurricular activities, community service, and volunteer activities.
- » **Know your academic plans;** you may need to have a declared program and know what degree/certificate you are seeking.

Read the Instructions

NOTE: The most important thing you can do to ensure that your scholarship application is successful is to READ and FOLLOW ALL instructions.

- » If you type your free-form essay responses in advance, you can simply paste them into the appropriate section of the application.
- » If possible, scan any needed recommendation letters for uploading.
- » When completing each section of the application, you must click "Save and Exit" OR "Save and Continue" at the bottom of each page or your progress will not be saved.
- » Remember, this application will be the only perspective scholarship review members will have of you. This is your chance to shine. Thoughtful, heart-felt responses may help your score. Be honest!

Logging In

- » Must use Windows Explorer 6.0 or higher to access STARS
- » <http://scholarships.sinclair.edu/stars>
- » Click "START HERE" on the STARS homepage to begin. You will generate your "User Name" and "Password" on the first screen.
- » After initial registration, you'll use your "User Name" & "Password" to log back in to STARS Online.

Scholarship Application Personal Information

- » Fill out ALL required information.

IMPORTANT: You must provide your Sinclair email address. All contact with you will be sent to this address, so be SURE that the email address you provide is correct.
- » You must also provide your student ID #.
- » You can find this number by logging into your my.sinclair account.

If you are a **current student** and have logged into your my.sinclair account before:

- 1) Login to your my.sinclair account at <http://my.sinclair.edu>.
- 2) Click on the **Web Advisor** tab located at the top of the screen.
- 3) Click on **Current Students** on the main menu screen.
- 4) In the Academic Profile section in the bottom right-hand corner, click '**My Profile**'.
- 5) Your Student ID # will be listed.

If you are a **new student** and have NOT logged into your my.sinclair account:

- 1) Login to your my.sinclair account at <http://my.sinclair.edu>.
- 2) Your ID is your firstname.lastname.
- 3) Your initial password is "pass" in lowercase, plus the last 4 digits of your social security number with no spaces (for example: pass1234).
- 4) You will be required to change your password after your initial login.
- 5) Upon login, click on the **Web Advisor** tab located at the top of the screen.
- 6) Click on **Current Students** on the main menu screen.
- 7) In the Academic Profile section in the bottom right-hand corner, click '**My Profile**'.
- 8) Your Student ID # will be listed.
- 9) Contact the Help Desk if assistance is needed at 937-512-HELP (4356) or helpdesk@sinclair.edu.

Scholarship Application Opening Questionnaire

- » Read each question carefully before answering.
- » Additional questions will appear as you click on your answers.

Scholarship Application Academic Information

- 1) Enter the academic program you have declared.

NOTE: Some scholarships require that you have declared an academic program.

- 2) Enter your anticipated college graduation date.

NOTE: If you are unsure of your anticipated college graduation date, enter 00/0000.

- 3) Enter your anticipated college grade status for the start of Fall 2009.

1-45 credit hours = 1st Year Student

46+ credit hours = 2nd Year Student

- 4) Enter the number of "college" credit hours you will have completed at the end of the quarter in which you are currently enrolled.

NOTE: The number of college credit hours you have completed by the beginning of the Fall 2009 quarter will determine your grade status.

Scholarship Application Free-Form Questions

- » If you prepared your answers in Word, copy and paste your responses into the appropriate section.
- » Preparing your answers in Word allows access to better editing tools, including spell check.
- » If not, enter your answers in each section.

Scholarship Application Attach Documents

- » Follow the instructions to upload any recommendation letters, transcripts and any additional documentation.
- » If you do not have scanned copies of your documents, you may fax them to (937) 512-2982 or mail them to the address provided below:

Sinclair Community College
Financial Aid & Scholarships Office
444 West Third Street, Room 10-324
Dayton, Ohio 45402-1460

Scholarship Application Recommended Scholarships

- » *Yeah! You're almost done.*
- » The first list will be Recommended Scholarships.
- » These are the scholarships for which you are **most likely** to qualify.
- » Click "Apply Now" for EACH scholarship listed.
- » You will only be considered for those scholarships for which you apply.
- » A description and specific criteria for the scholarship is listed here.
- » Verify your qualifications for the scholarship by clicking the box next to the appropriate criteria.
- » Complete each application as thoroughly as possible.
- » This page will also let you know whether or not a scholarship requires additional information, such as specific letters of recommendation OR essays.
- » If a scholarship requires an essay or additional information, you may skip it by clicking on "Return to Scholarship Search" and return to it later. You may then prepare your scholarship essays in Word, return to STARS and sign in, go to the scholarship recommendation page, and copy and paste your essay into the appropriate section.
- » When complete, click on "APPLY NOW"
- » Follow these steps for ALL scholarships that were provided on your list.
- » You may log on as often as you need to complete your applications.

Good Luck!