HIGHEST PRIORITY: ANSWER MATCHING QUESTIONS

If you don’t answer questions, you will NOT match to scholarships.

If you answer questions NOW, you will be set for once any new scholarships are posted / made active in the system.

Spring 2022 GSU Foundation Scholarships are generally posted by Mid-October *sometimes earlier*

Once your profile is created, you will receive a weekly email updating you on your matches, deadlines & actions needed.

ANSWER MATCHING QUESTIONS & CHECK EXISTING ANSWERS

From your dashboard there are multiple ways to answer additional questions

- Click on the grey box at the top that says you still have outstanding questions

- We recommend you answer 100 questions to have the best chance at matching to all the available GSU Foundation scholarships.
- Click on Questions on the left-hand navigation menu

- Once you are in the **questions section** call your attention to the box that says: Answer more questions at top right
- You can change any answer where there is a pencil
We recommend you answer 100 questions to have the best chance at matching to all the available GSU Foundation scholarships.

Check bottom right hand side to see how many questions you have answered

Image below shows 1-10 of 59 items

You can adjust number of items per page

You can adjust number of items per page
FIND YOUR PARTIAL MATCHES

Partial matches will help you find additional opportunities that you might match to, but haven’t answered a matching question yet for one of the criteria.

- Click on Scholarships on the far left hand navigation.

- Click the hamburger menu icon at far top right to show words if they aren’t showing.
PARTIAL MATCHES CON’T

- Once you are in the Scholarships View page, there are multiple “tabs” that you can click
- Matches will always be the default view, in order to match to more opportunities;
- Click on “Partial Matches”
- Then check the Scholarships that have the building icon and Organization: GSU Foundation
- Click on view button
PARTIAL MATCHES CON’T

- Once you are viewing the details of that particular scholarship, scroll to the middle section with the yellow exclamation point next to Partial Match
- Below that will be the Matching questions and any question that does not have and green check mark needs to be updated or answered.
- Click on the pencil icon to answer the question, then click on the return button once you have answered.

REQUEST LETTERS OF RECOMMENDATION NOW!

You can request letters of recommendation at any time, and have them saved to your profile.

Click on Scholarships on the far left hand navigation.
REQUEST LETTERS OF RECOMMENDATION NOW!

You can request letters of recommendation (through the system) at any time, and keep them saved in your profile.

2 different ways to request:

1) Via My Docs (can do at any time)
2) Within the application (can only do once applications are opened)

How to request recommendation letters NOW via My Docs

- From Dashboard click on My Docs on left-hand navigation
- If words aren’t showing click the three horizontal lines (hamburger menu)
REQUEST LETTERS OF RECOMMENDATION CON’T

- Click Add

A pop-up window will open up, you will be asked to name the document.

2 ways to keep track:
1) by individual you are requesting from
2) by scholarship you are requesting the letter for

Document Type drop down = recommendation letter
You can add any type of documents to save to your profile in this area as well:

- Acceptance Letter
- Application
- Audio
- Biography
- Budget
- Curriculum Vitae
- Employment Info
- Essay
- Financial
- Image
- Link
- Memberships
- Other
- Personal Statement
- Recommendation Letter
- Transcript
- Video
- Work Sample

Currently, (as of the date of this document) the GSU Foundation does not request any of the above documents beyond Acceptance Letters and Recommendation Letters.

Applications and Essays are all completed through the system, with no uploads of applications or essays.

Questions:
foundationscholarships@govst.edu
708.534.4128

Please allow 24 business hours for a response.

Thank you,
GSU Foundation Scholarships Office