Student Awards & Scholarships
ENTRANCE SCHOLARSHIP APPLICATION STEPS

University of Regina

www.uregina.ca/safa/awards/SAMS/

APPLICATIONS ARE DUE:
MARCH 16

STEP 1: CREATE AN ACCOUNT
- Tip: Make an appropriate username – this is the name that our award officers will see when determining the recipients of scholarships
- A temporary password will be sent to your email address – copy and paste that to log in, then change your password – **write down your login information!**

STEP 2: SEARCH FOR AWARDS
- Select "Awards Currently Accepting Applications"
- Filter and search for awards that you are eligible for
- Ex: Click on "Actions" and then "Filter" - using the drop-down and text boxes, make the equation read "Award Category contains Entrance" and then click Apply. This will show all scholarships that are available to students who are starting their first term in Fall 2020.
- Click on the scholarship to read the requirements
- Each scholarship or award will consider different criteria for eligibility (ex: financial need, full-time status, references, academic achievement, extracurricular activities, etc.)
- Some awards are faculty specific

STEP 3: SELECT AWARDS TO APPLY FOR
- After clicking on the scholarship name to view the requirements, click on "Apply for Award." This will add it to your scholarship shopping cart – checkout comes later!
- You can then return to your search by clicking "Back to Inquiry" (top of the screen)
- Find all the scholarships you are wanting to apply for and add them to your shopping cart
- Tip: as you add scholarships to your shopping cart, write down a list of what is required for that award (ex: reference letters, financial information, etc.). This list will help you to gather information if you do not have it readily available this sitting.

STEP 4: FILL OUT APPLICATION
- To get to your application, click the home button in the upper left hand corner of the screen, then click on "View My Application"
- Use the Save, Next, and Previous icons on the right hand side of the screen to navigate your application. **Do not click "Submit Application" until after you have completed the requirements for each section and each award.** Once you submit, you cannot edit your application and you cannot apply for any more scholarships until the following semester.
- **Note:** You ffll out the information once and it will go to the applications that it is relevant for.
- Ex: If you are applying for 3 awards that require a personal statement, you will write one personal statement and it will be used towards all 3 awards.
- If a scholarship requires an additional statement or essay, there will be "Other Requirement" listed under the name of the award, and it will provide a place to upload the additional documents that are required
- **Note: All reference letters must be submitted directly to our office from your referee and received before the application deadline.** Letters included in your application as an attachment will not be accepted. Have your referee sign and send their letter to Student Award and Financial Aid at the U of R via mail, fax (3036-585-5559), or scan and email to scholarships@uregina.ca
- Complete the disclaimer section of the application (yes/no question). This authorizes the online system to have access to your student account and your personal information in order to award any scholarships you receive.
- Be sure to save your progress as you go – this allows you to exit your application and finish it at a later time.

STEP 5: SUBMIT APPLICATION
- When all the sections have been completed and saved, select "Click Here to go to the Final Submission Area" and follow the steps outlined on the final submission page.

READ THE ENTIRE SCHOLARSHIP DESCRIPTION

While this may sound obvious, it's important to read all the components of the scholarship and understand what it is asking for. This will help you ensure you provide all the information it needs and it helps avoid spending time on applications you are not eligible for.

ORGANIZE THE REQUIREMENTS

Make a list of all the information you need to provide to apply for the scholarship. Some things may require extra time and effort (ex: reference letters), or you may need assistance to collect accurate information (ex: financial aid).

EXTRA-CURRICULAR INVOLVEMENT

This includes any on-campus/in-school extra-curricular events, groups, clubs, or activities that you are involved in. Examples: drama, football, volleyball, SRC, debate team, canteen worker, etc. Try to be as accurate as possible for start and end dates, if still participating in the activity, lead end date blank.

COMMUNITY AND VOLUNTEER SERVICES

This includes any off-campus (outside of school) activities that you are involved in. Examples: hockey team, church volunteer, softball coach, meals on wheels volunteer, camp counsellor, junior hospital volunteer, etc. Try to be as accurate as possible for start and end dates, if still participating in the activity, lead end date blank.

PERSONAL STATEMENT

The personal statement will be the section where you give the committee the reasons why you are the best candidate to receive the award – so show off how great you are! Demonstrate your strengths and accomplishments without being too over-the-top. This is where you will write about your leadership, volunteerism, teamwork, good grades, financial need, participation, etc. (based on what the scholarship is looking for). Be sure that you write a clear and concise personal statement. There are often word limits, so make every word count! Focus on writing about things that are relevant to the award the statement will apply to. This is a good section to have a parent or teacher proof-read before you upload it.

FINANCIAL DISCLOSURE

Some awards consider financial need of the applicants. Fill out this section to the best of your knowledge. In the "Resources" section, if you are unsure if/how much you will be receiving in scholarships, awards, bursaries, or loans, put 0.

REFERENCES

Some awards will require a reference letter. Find references who know your work ethic, involvement, and dedication. Ex: sport coaches, teachers, principal, volunteer coordinator, instructor, etc. Avoid asking family members or close family friends. **Reference letters must be sent directly to the U of R – you cannot submit it for your referee**. Have your referee sign and send their letter to Student Award and Financial Aid at the University of Regina via mail, fax (3036-585-5559), or scan and email to scholarships@ uregina.ca. All reference letters must be received by the application deadline for the current application period.

Tips: give your referee time to write and submit the letter, ask them as soon as possible. Provide them a description of the award you are applying for. This can help them to focus on writing information about you that is relevant to the award requirements.

Contact Student Awards
and Financial Aid

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