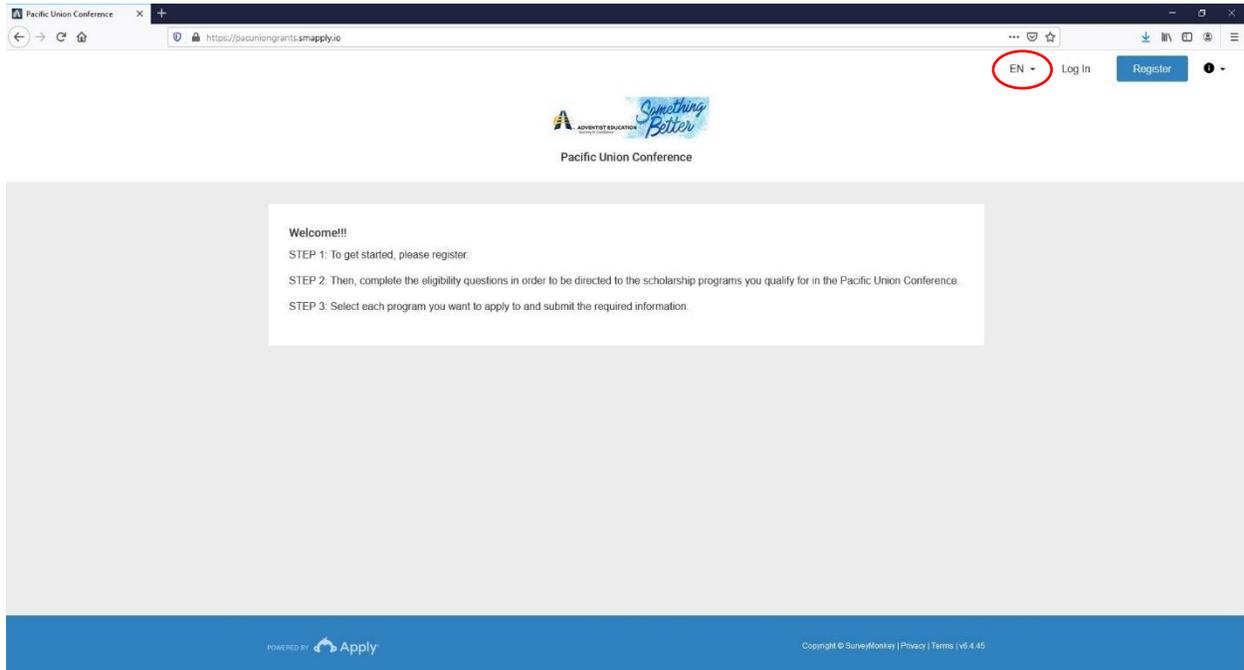


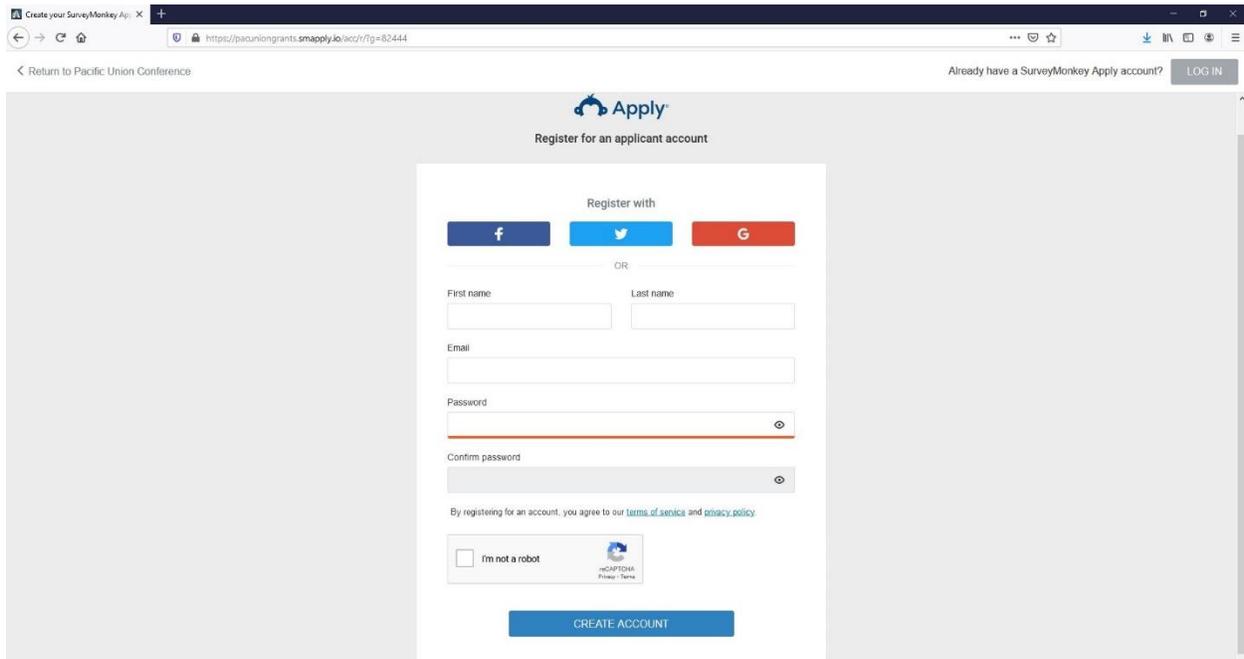


How to Apply for Pacific Union Education Scholarships

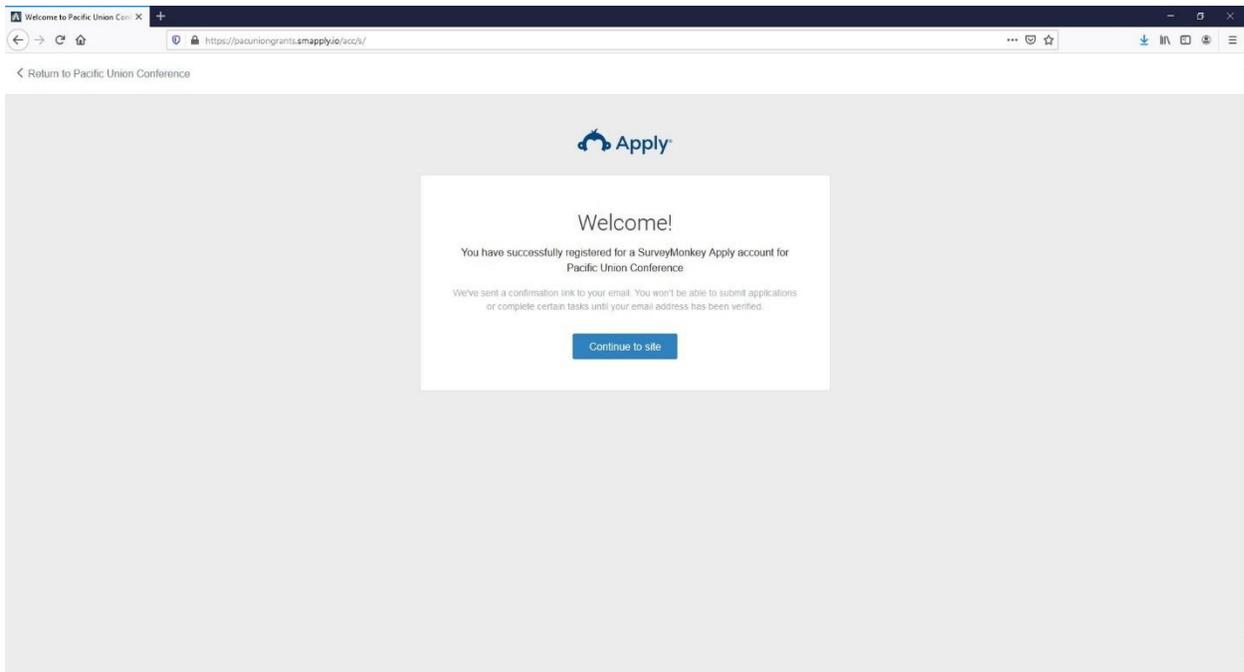
Link to Scholarships: <https://pacuniongrants.smapply.io>. This will open a welcome page. (**Note:** There is a toggle button in the right-hand corner that allows the applicant to switch between viewing information in Spanish (ES) or English (EN). Depending on the language setting in the Internet browser, an applicant may automatically see a specific language.)



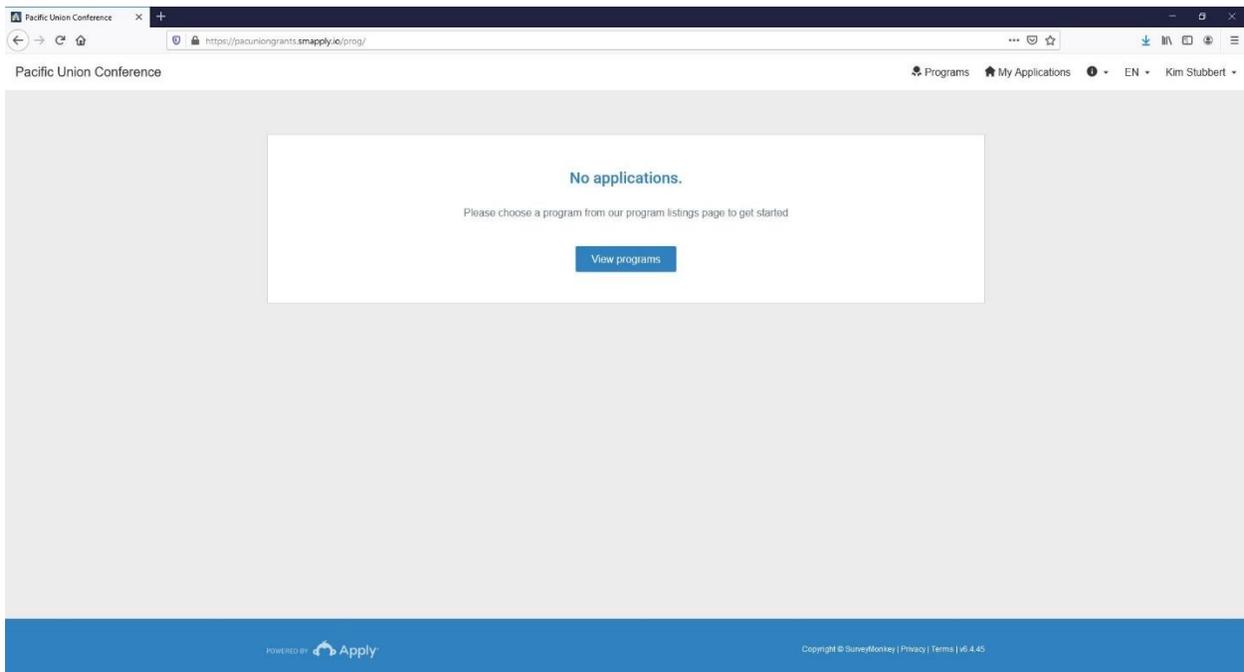
Register for Account: Applicant will need to register for an account by providing a first and last name, email address, and creating a password. This will allow them to return at any time to complete the application as well as monitor the application's progress through review and final approval. The application will save if the applicant needs to return later to complete it.



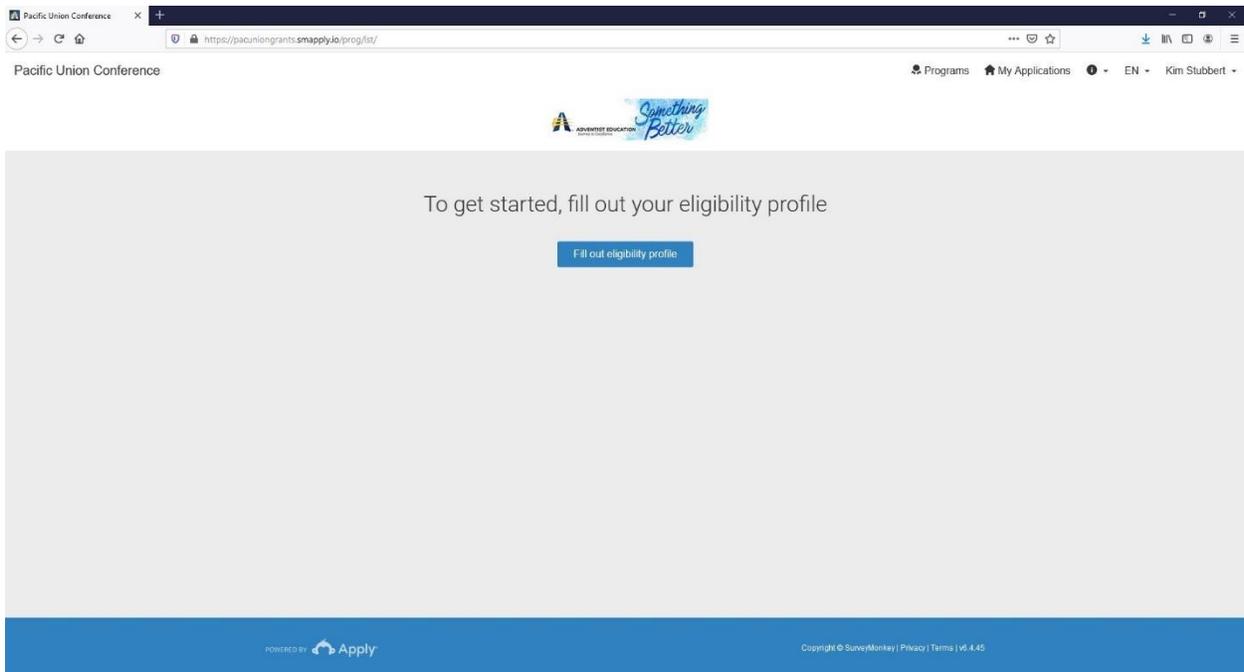
Account Confirmation: After creating an account, an email will be sent to the applicant to confirm their email address. Once the email has been confirmed, they may click “Continue to site”.



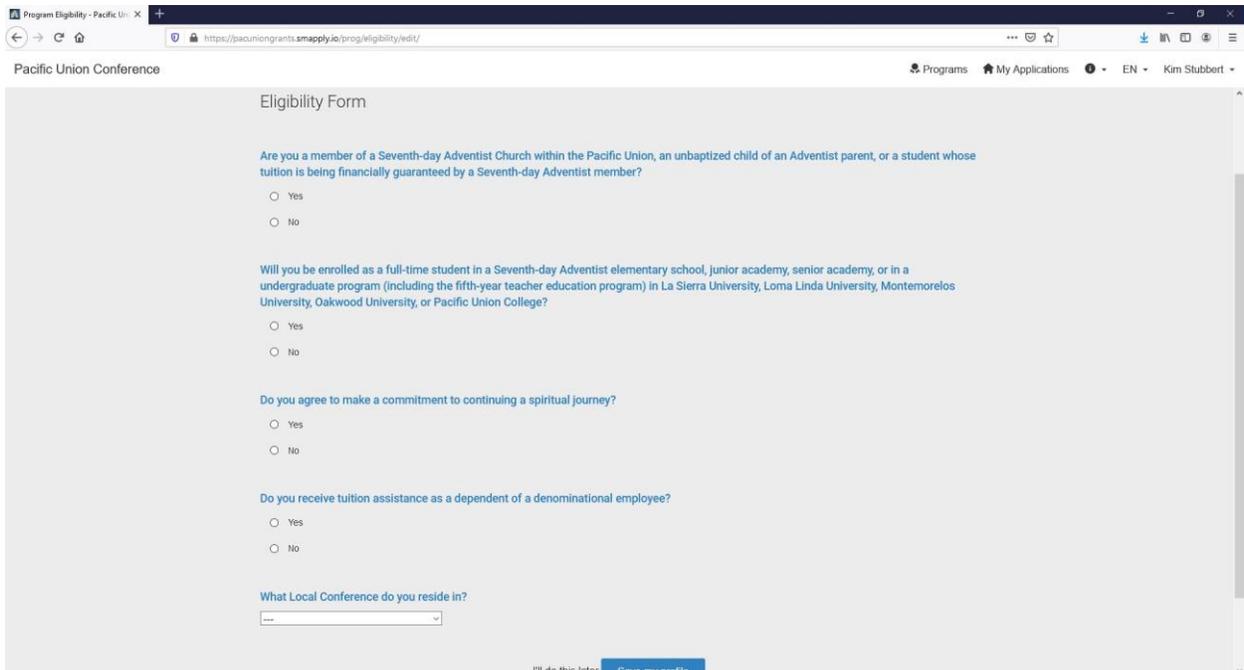
View Programs: Since the account is new, there are no applications for scholarship programs in process yet. Once an applicant has started an application, it will show in My Programs when the applicant logs in. Click “View Programs” to continue.



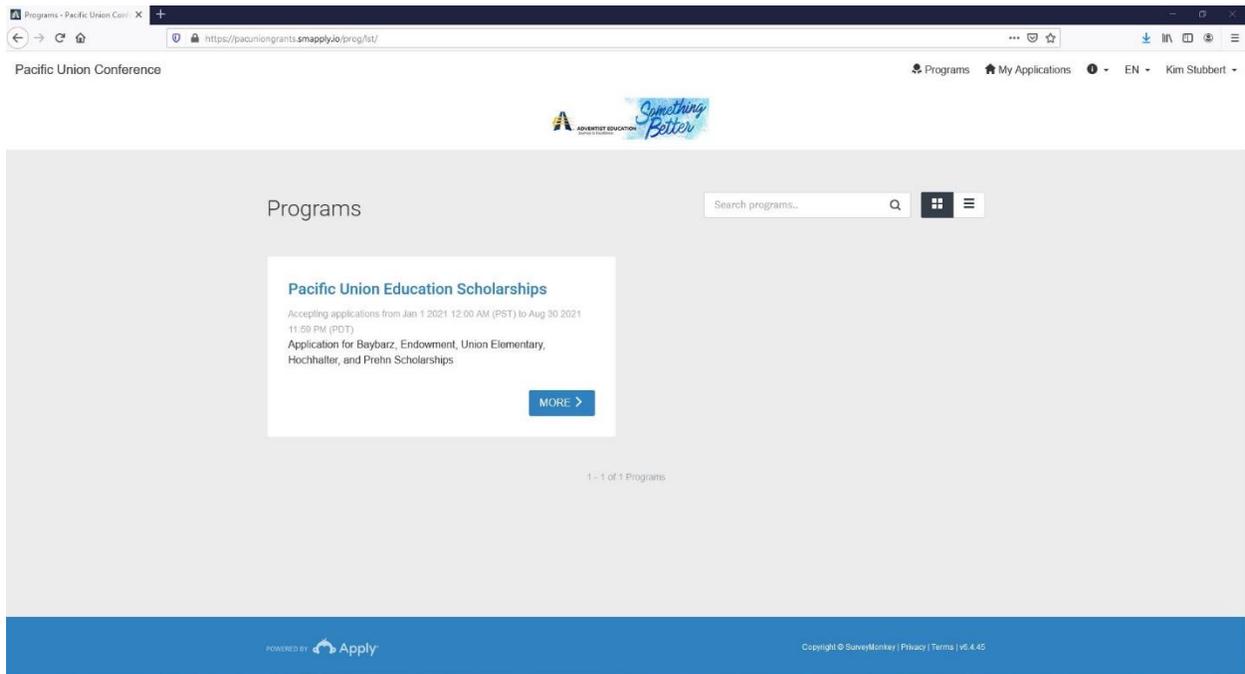
Eligibility Profile: Each applicant must complete an eligibility profile, which will give them access to apply for scholarships according to the criteria they meet.



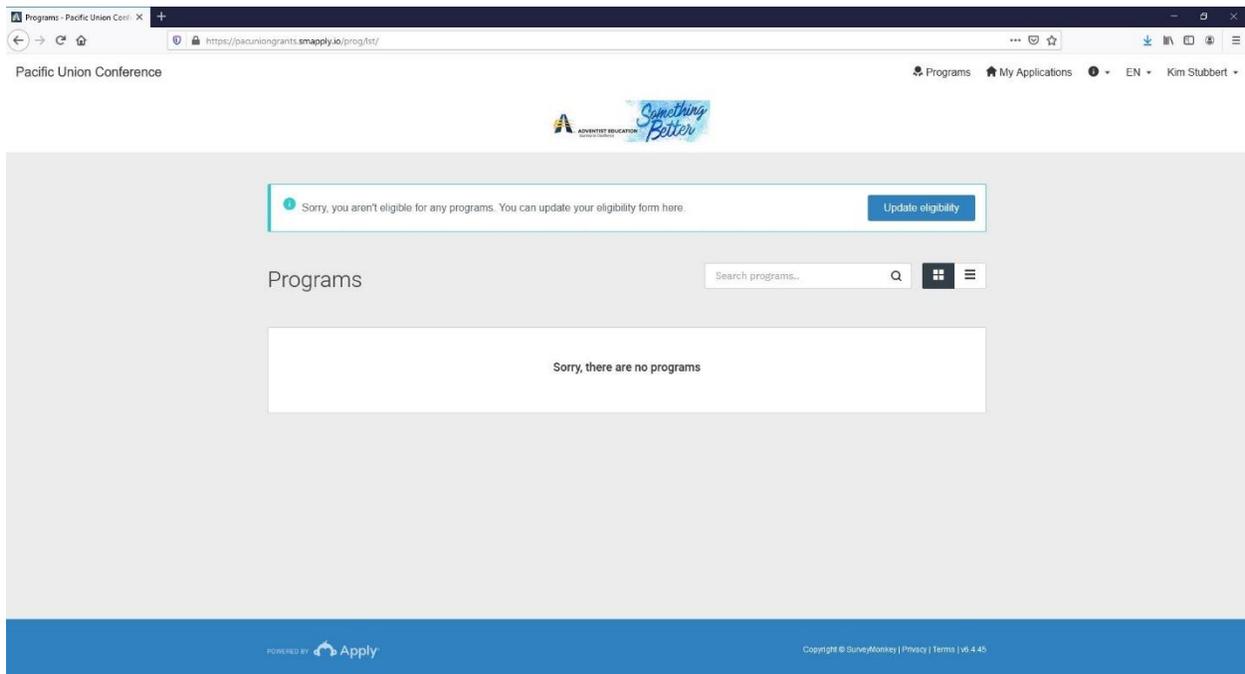
Eligibility Form: This form consists of five questions that are required to complete the eligibility profile.



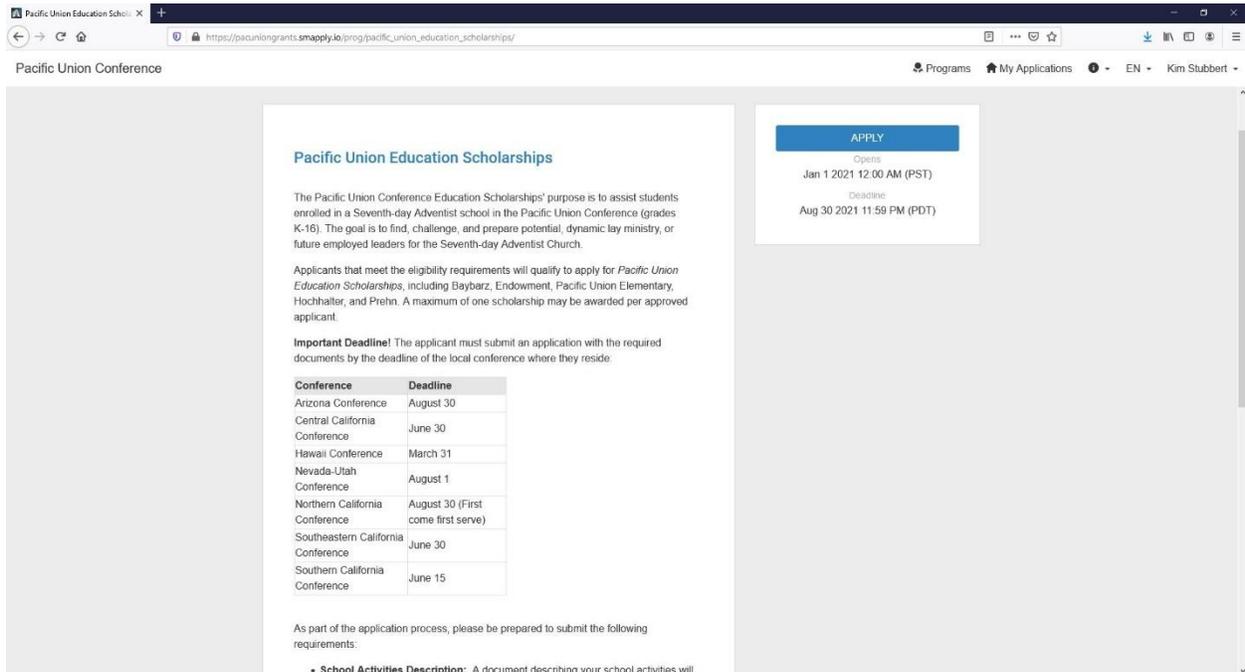
Eligible for Scholarship Programs: Based on the eligibility profile an applicant will be directed to scholarship programs they qualify for in the Pacific Union Conference. An applicant may select a program to learn more about it and choose if they want to apply.



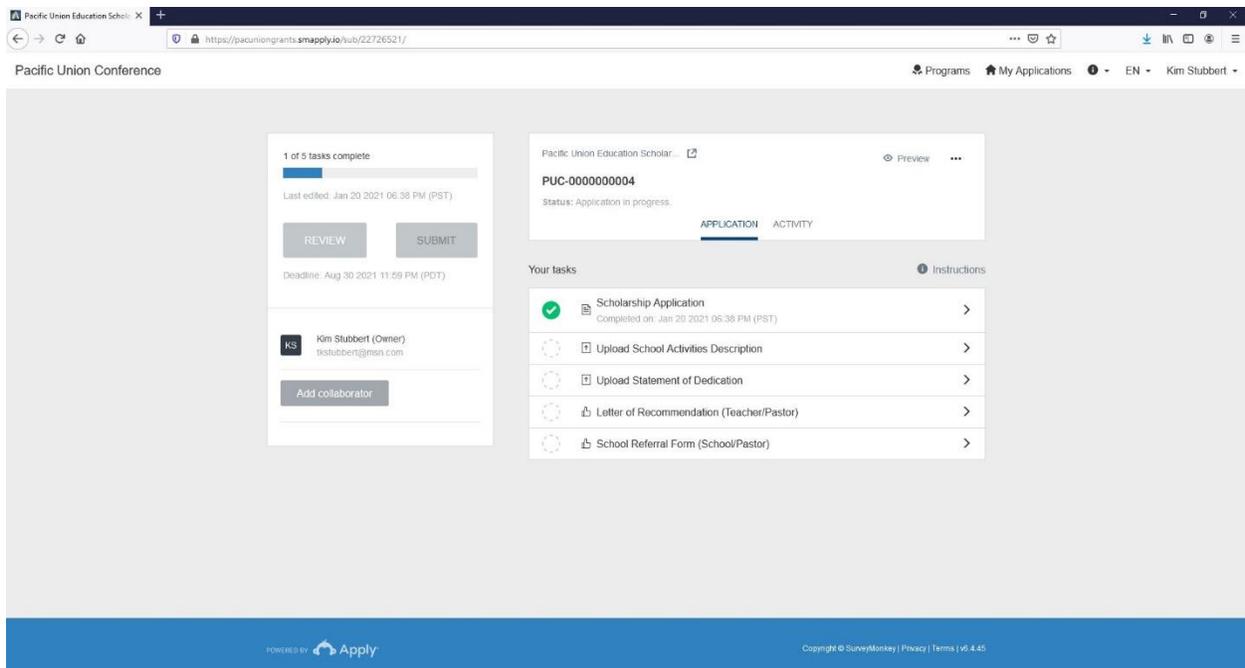
Not Eligible for Scholarship Programs: In some cases, an applicant may not meet the eligibility criteria for a program and will receive a message stating, "Sorry, there are no programs".



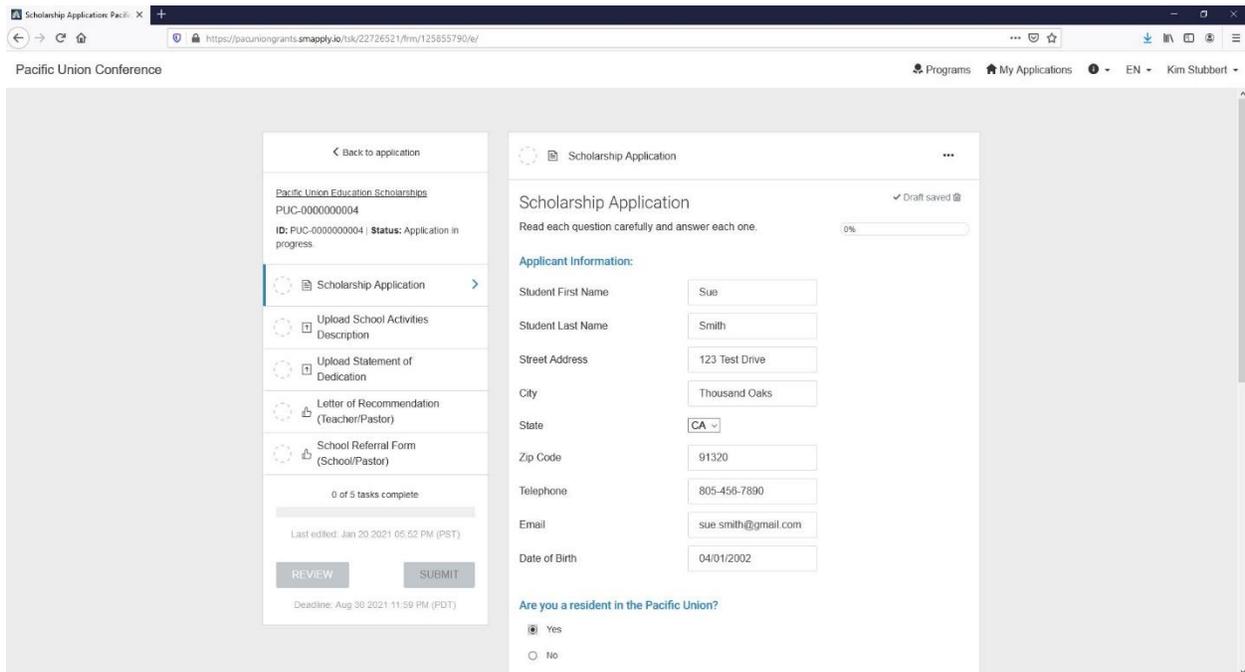
Description of Scholarship Program: When an eligible applicant clicks the “more” button on a scholarship program, they will receive a description, deadlines, and requirements for the application prior to making the decision to apply. *(Note: Applicant must submit by their local conference deadline.)*



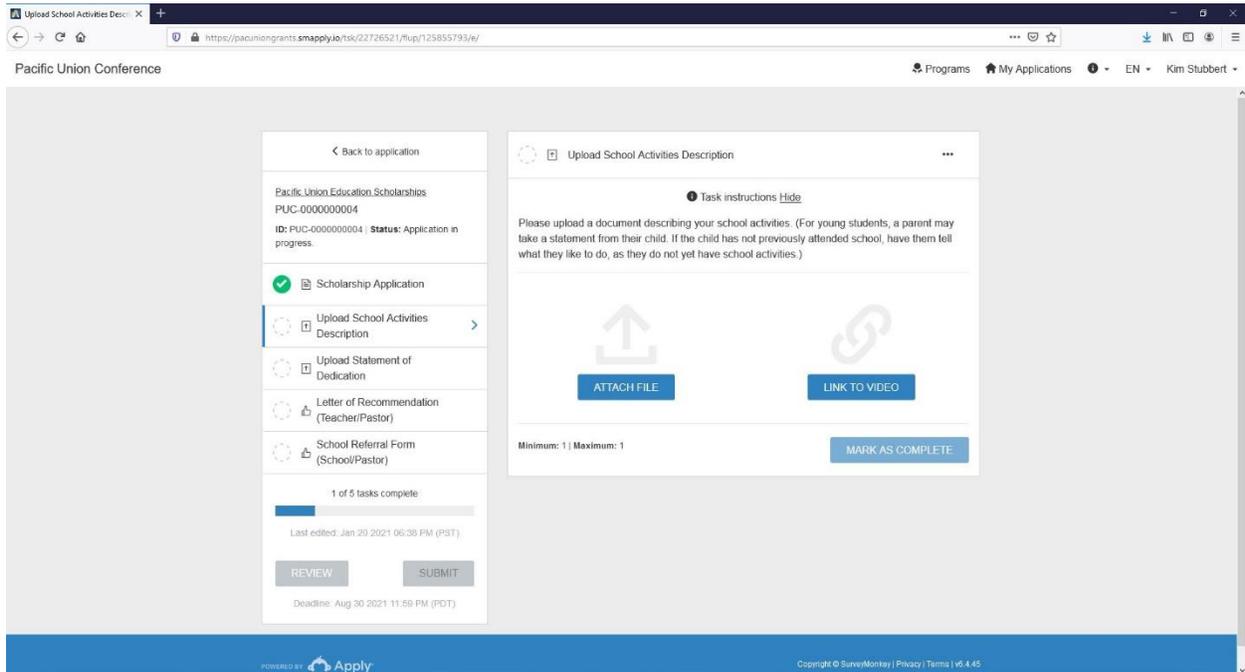
Scholarship Dashboard: Once the applicant clicks the “Apply” button they are taken to a scholarship application dashboard with a list of five tasks. Each task must be completed for the application to be submitted. The applicant can view what has been completed and what still needs to be accomplished. *(Note: The applicant has the option of adding a collaborator, such as a parent or school administrator, to view or contribute to the application.)*



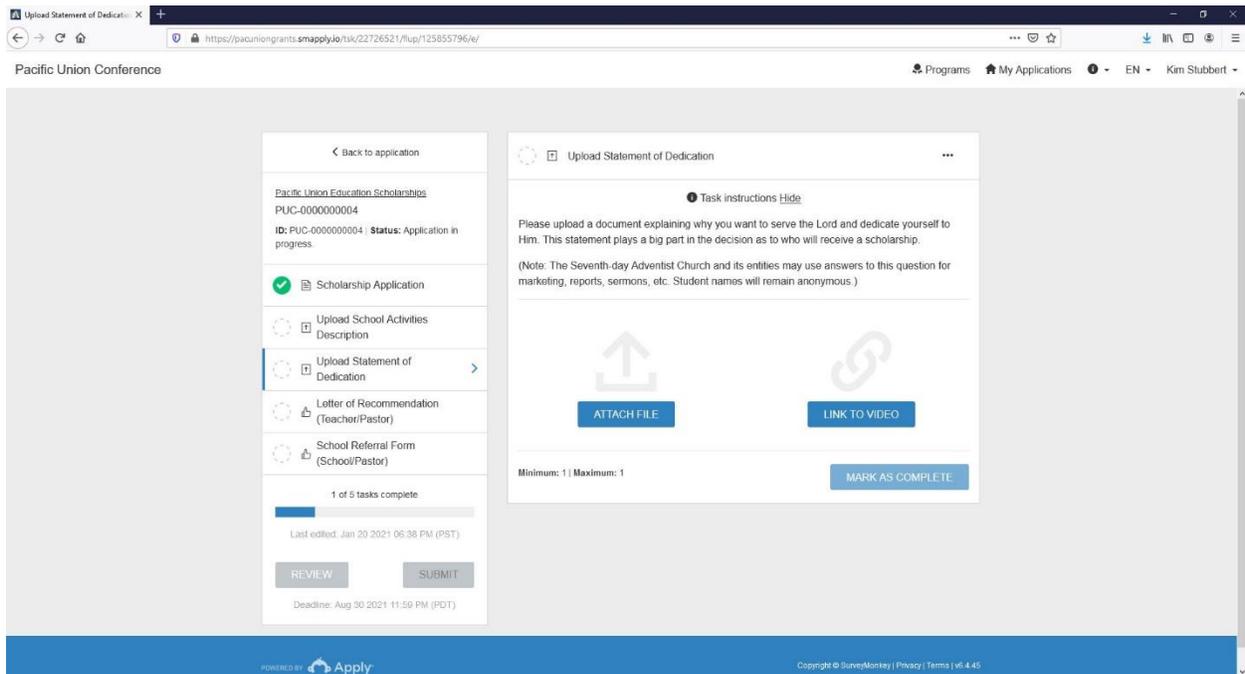
Task 1 – Scholarship Application: The applicant must complete all the application questions. The percent of progress can be viewed along with a main menu of the next tasks that need to be completed. *(Note: The application can be saved, and the applicant return later to complete it.)*



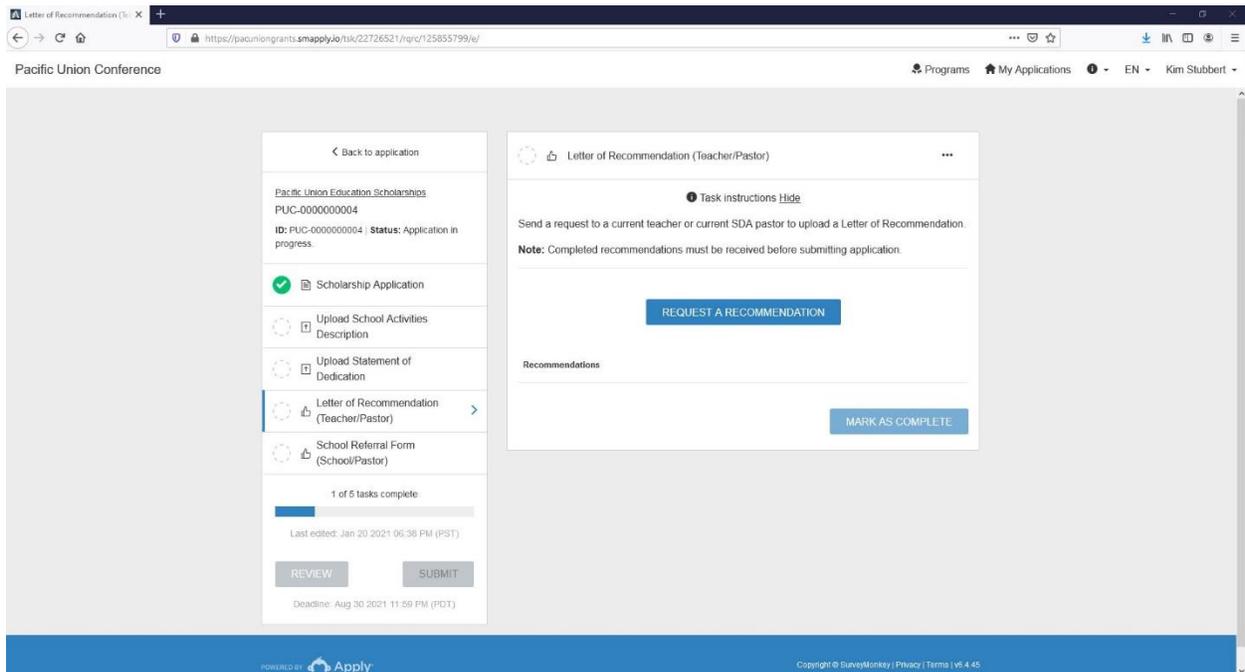
Task 2 – Upload School Activities Description: The applicant should follow the directions and upload a document describing school activities. This can be submitted in word or pdf format. Then, mark as complete.



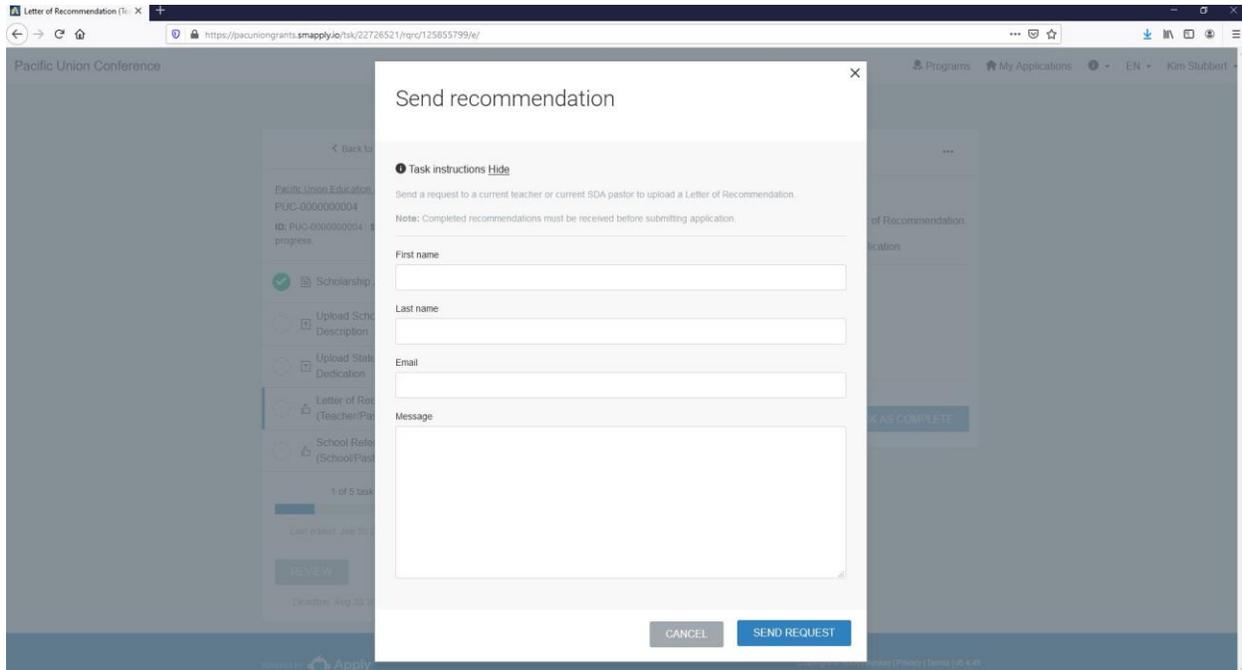
Task 3 – Upload Statement of Dedication: The applicant should follow the directions and upload a document explaining why they want to serve the Lord and dedicate themselves to Him. This can be submitted in word or pdf format. Then, mark as complete.



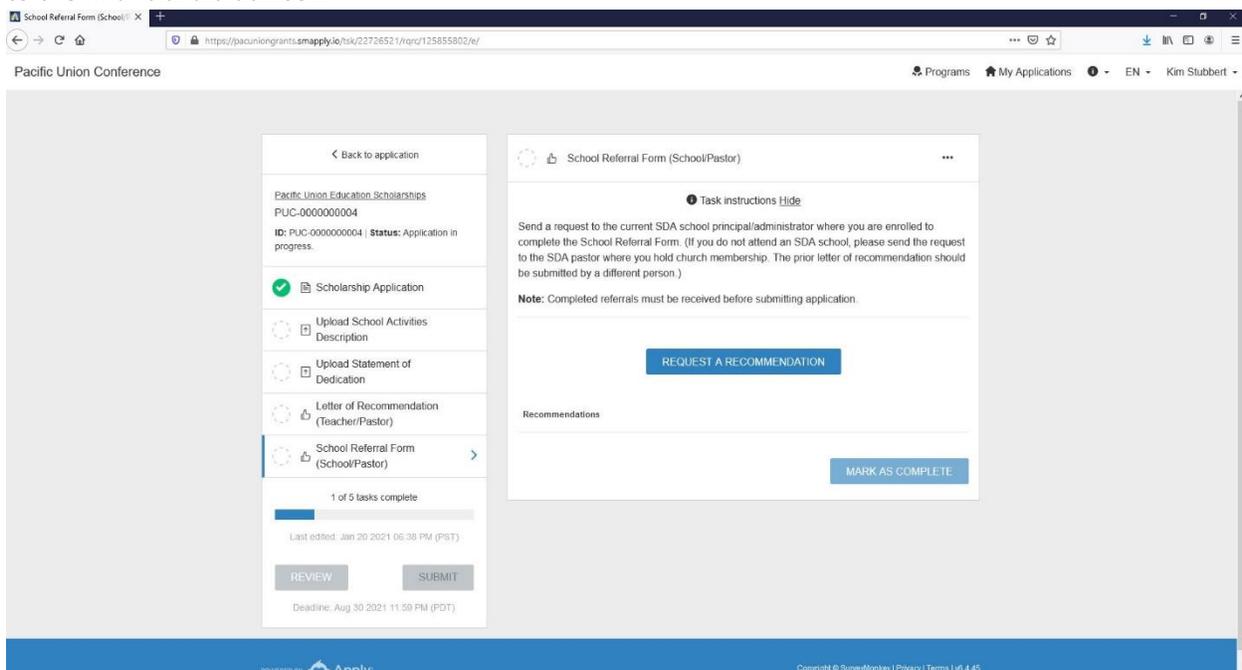
Task 4 – Letter of Recommendation (Teacher/Pastor): The applicant must send a request to a current SDA teacher or pastor to upload a letter of recommendation. (**Note:** A first and last name will need to be provided along with an email address.)



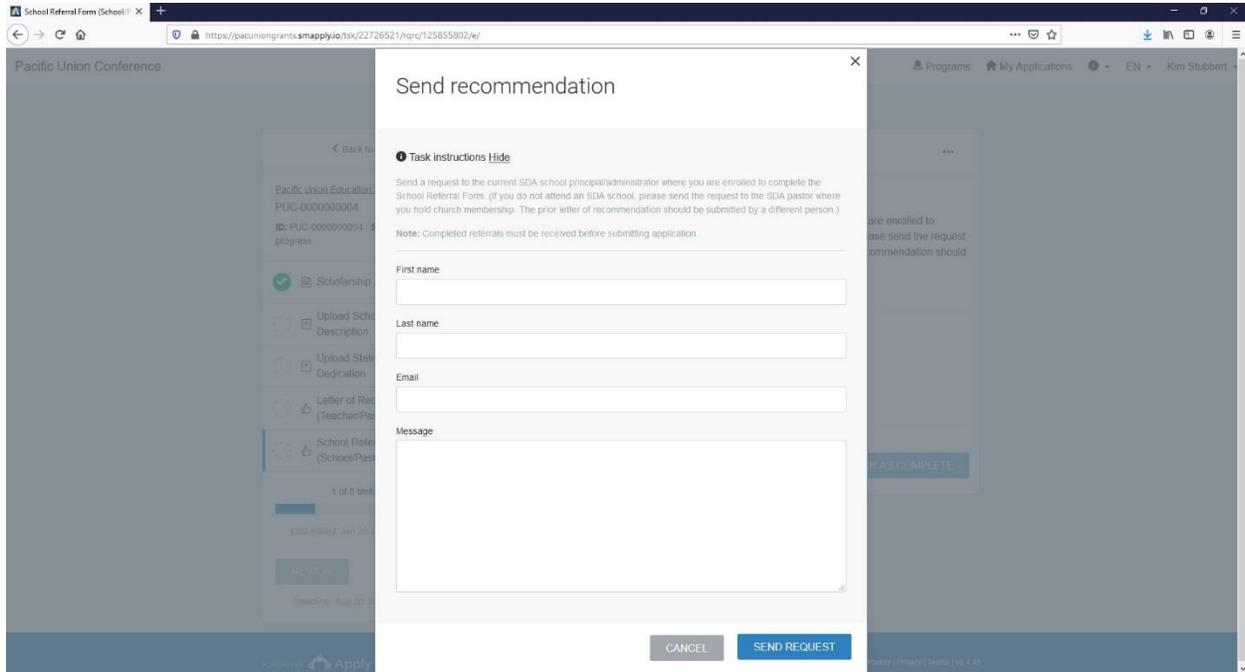
Request Recommendation: This is the pop-up box where the applicant will provide a first and last name along with email address to request a letter of recommendation from their current SDA teacher or pastor. *(Note: Completed recommendation must be received and marked as complete before applicant can submit application. Applicant will receive email confirmation when the recommender accepts invite and when the recommender completes the recommendation. Then, the applicant must log in and mark this task as complete.)*



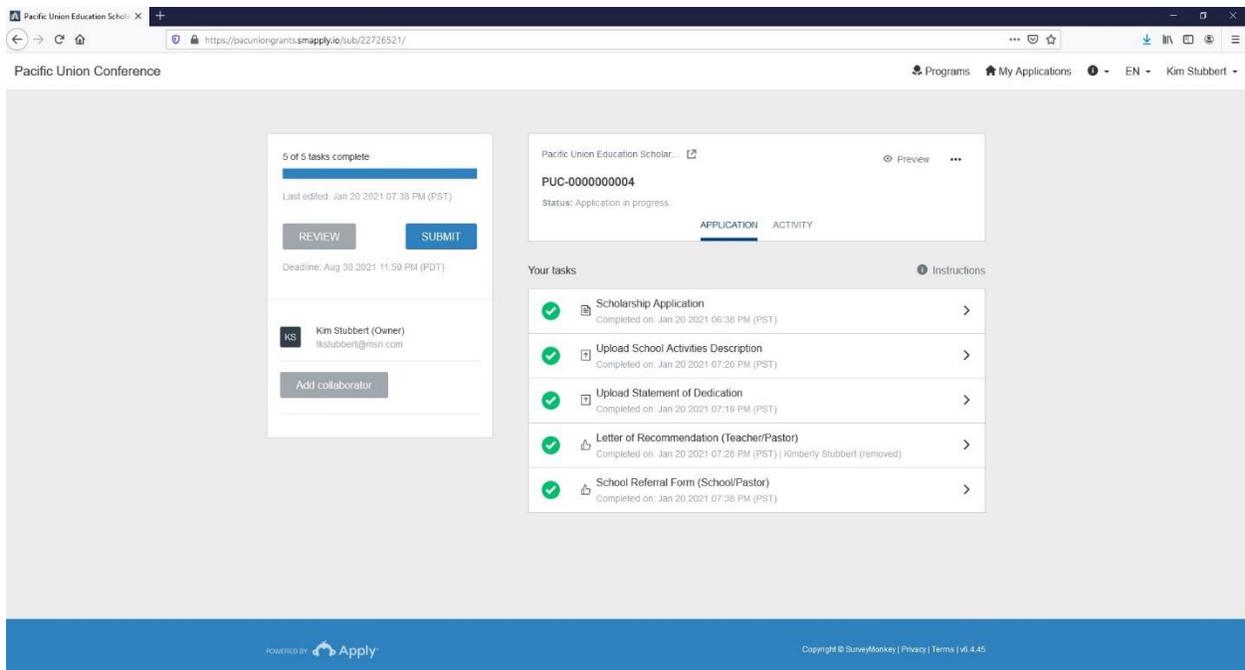
Task 5 – School Referral Form (School/Pastor): The applicant must send a request to the current SDA school principal where they are enrolled to complete the referral form. (If an applicant is not attending an SDA school, please send the request to the SDA pastor where membership is held. The prior letter of recommendation should be submitted by a different person.) College students should send the request to the financial aid advisor.



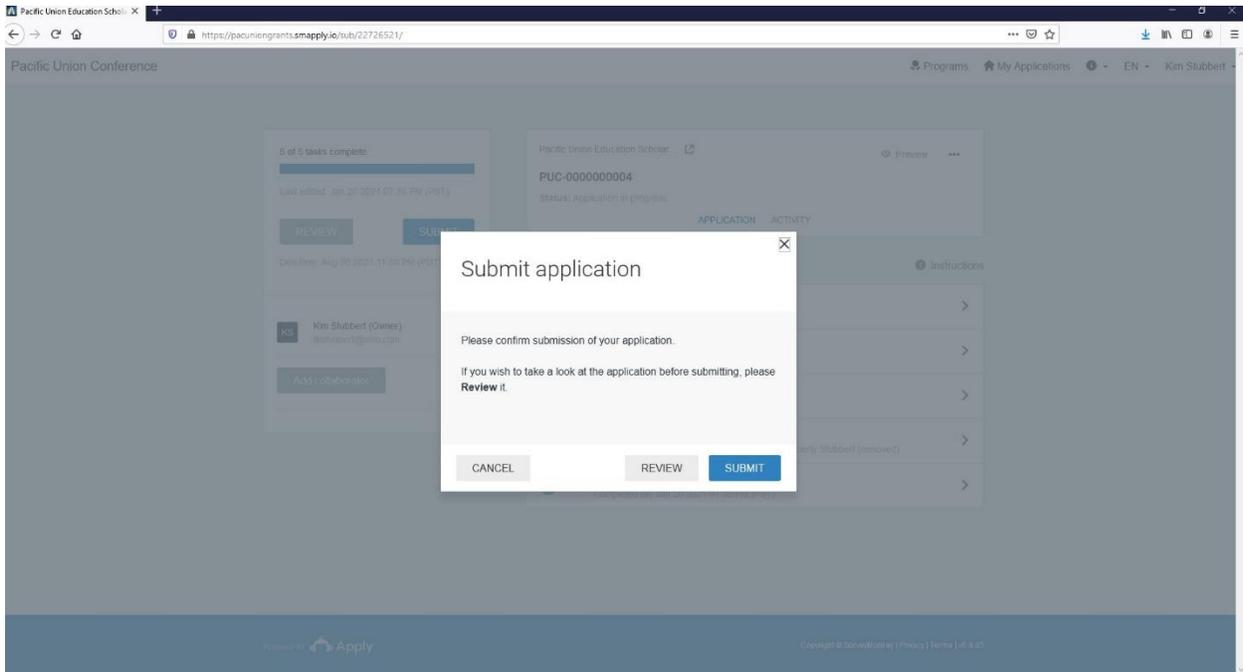
Request School Referral: This is the pop-up box where the applicant will provide a first and last name along with email address to request a school referral be completed by their current SDA school principal/administrator. *(Note: Completed referral must be received and marked as complete before applicant can submit application. Applicant will receive email confirmation when the recommender accepts invite and when the recommender completes the referral. Then, the applicant must log in and mark this task as complete.)*



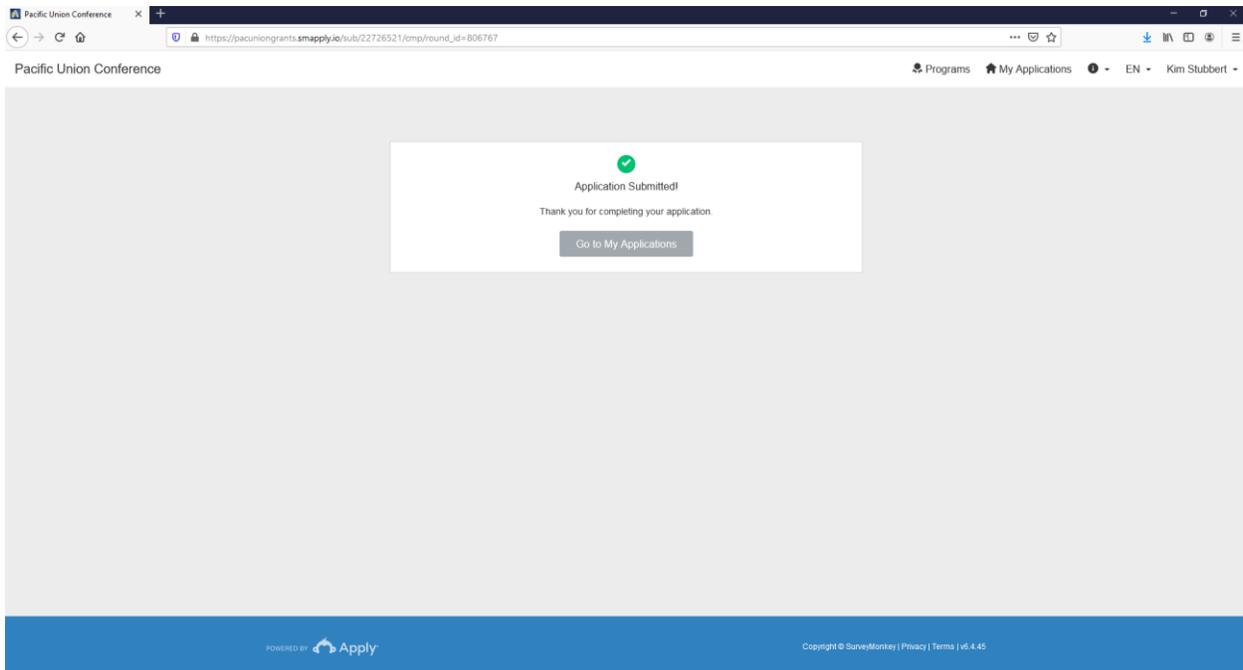
Submit: When all five tasks are complete, the applicant should click “submit”. *(Note: Applicant must submit by their local conference deadline.)*



Confirm Submit: This pop-up box gives the applicant a final chance to review their application prior to submitting. Changes cannot be made once the application has been submitted.



Confirmation of Submission: This page confirms that the application has been submitted.



My Application Page: Once submitted, an application can be viewed under My Applications along with its status.

