# HOW TO APPLY FOR CVTC SCHOLARSHIPS

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**ATTENTION APPLICANTS:** **Do not use Internet Explorer; we recommend using Chrome or Firefox.**

PLEASE NOTE: If you are not able to complete the application in one sitting, select ***Save and Keep Editing*** at the bottom right of the application. This will save your work and allow you to log back in at a later time. Remember this does not submit your application, and it is considered incomplete.

1) Login to the CVTC Student Commons

2) Place your cursor over the ***PAY FOR COLLEGE*** tab and select ***SCHOLARSHIPS***.

3) Scroll down to **"APPLY NOW."**

4) Make sure you are on the ***Applicants and Administrators*** tab, and login with your CVTC username and password to gain access.

5) Read the instructions and complete all General Application questions.

   **PLEASE NOTE:**

   **Current CVTC Students (program and pre-program):** Two CVTC instructor references are required. Core program instructors are preferred, if possible. Ask permission from your current and/or previous instructors to use them as references and provide their names and CVTC email addresses.

   Your application will **NOT** be considered unless the references are completed and submitted by the deadline. Be sure to ask your instructors early in the application period to allow them time to complete the reference requests.

   **NEW CVTC STUDENTS:** You do not need instructor references; however, these are required fields on the application, so please enter cvtcscholarships@cvtc.edu in these fields. Do not be concerned that the status of both references will remain ***Requested***.

6) Sign and date the application and select ***Finish and Submit***.

7) After you submit your application, select the ***Opportunities*** tab, which is where you will find the list of apply-to scholarships. If you feel you are qualified for and wish to apply for any of those scholarships, select ***Apply*** on the right to answer the required questions, and select ***Finish and Submit***.