

ETCF SCHOLARSHIP APPLICATION PROCESS

The East Texas Communities Foundation utilizes a Universal Application to make the application process as easy as possible for students. Students will have the opportunity to complete a series of questions, determine what scholarship opportunities they are eligible for, provide the required information and submit multiple applications from the online portal. The Universal Application will pre-populate all the "universal" information to all applications so they are only having to enter the information once.

Create an Account

Students will need to create an account using a **non-school issued email address**. This will be how ETCF communicates with the student so it needs to be an email address that they will have access to post graduation.

Scholarship Opportunity Eligibility Questions

This section of the application will determine what scholarship opportunities students are eligible to apply for based on certain criteria. You will need to answer a series of questions that are linked to certain opportunities. Besides the basic application questions, here is some of the information you will need to be able to answer in this section:

- What county is your high school in?
- GPA (weighted or unweighted - either are acceptable)
- Highest level of education you plan to pursue
 - Bachelor's, Associate's or Certification
- What college or university are you planning to attend?
- What is your anticipated major or degree plan?
- Are you wanting to be considered for "financial need" scholarships? If so, you will be asked to upload the Student Aid Report (SAR) from FAFSA later in the application.

Confirmation Page

This page will list all the scholarship opportunities you are eligible to apply for.

- The top section will have the scholarship name and a brief description.
- The bottom section will list any scholarships that require supplemental information outside of the Universal Application.
 - That could include an acceptance letter, an additional essay, parent employment verification, etc.

Universal Application

This Universal Application is made up of multiple sections.

- To view any section of the form, click on the arrow at the left of the section header bar.
- Only one section of the form can be viewed at a time.

- Viewing a new section automatically closes any other.
- Required questions are marked by an asterisk (*).
- If you need to stop and return at a later time, you can save and log out.

The Universal Application is the main application that you will fill out. It will pre-populate to all other applications so you only have to enter this information once. If you make a change on one application, that change will follow through to all applications.

Here are the things you will fill out in this section of the application:

- High School Academic Information (*required*)
 - including your class rank, class size and uploading a copy of your transcript.
 - transcript needs to include **grades from the fall of your senior year** but does not have to be an official transcript
- Anticipated College or University Information (*not required*)
- Letter of Recommendation (*required*)
 - must be from a teacher that has had in classroom experience with the student
- Extracurricular Involvement (*required*)
 - this is where you will list all the activities that you have been involved in and any leadership positions you might have held as well as any awards you received
 - school organization
 - sports
 - community service & volunteer activities
- Work Experience and/or Family Responsibility (*required*)
 - this is where you will list any work experience you might have or any family responsibilities you have
- Future Plans Essay (*required*)
- Character Essay (*required*)

Additional Sections of the Universal Application:

- Financial Need Information (*if you are wanting to apply for need based scholarships*)
 - upload your Student Aid Report (at least the first 2 pages - MUST include full name and Expected Family Contribution)
 - enter your EFC number
 - space to discuss any changes in income & other scholarships you are receiving
- Supplemental Questions
 - upload an acceptance letter
 - additional essay
 - parent proof of employment
 - coach's recommendation
 - art portfolio



Questions? Contact scholarships@etcf.org or 903-533-0208