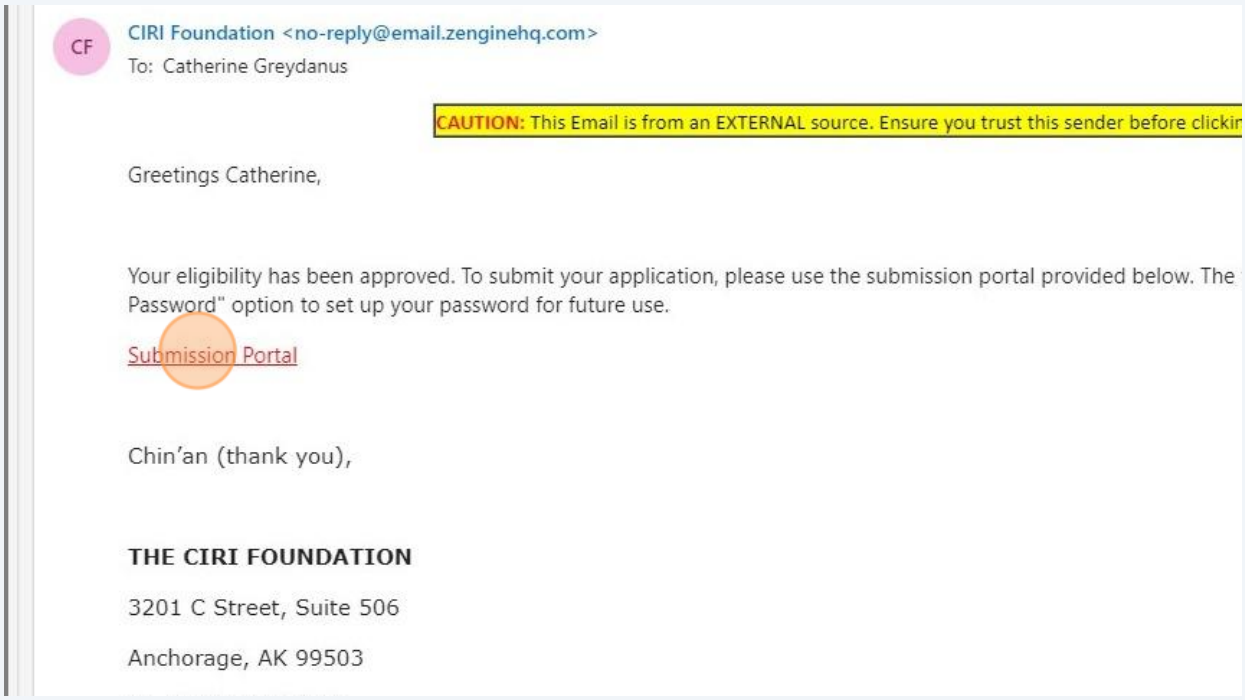
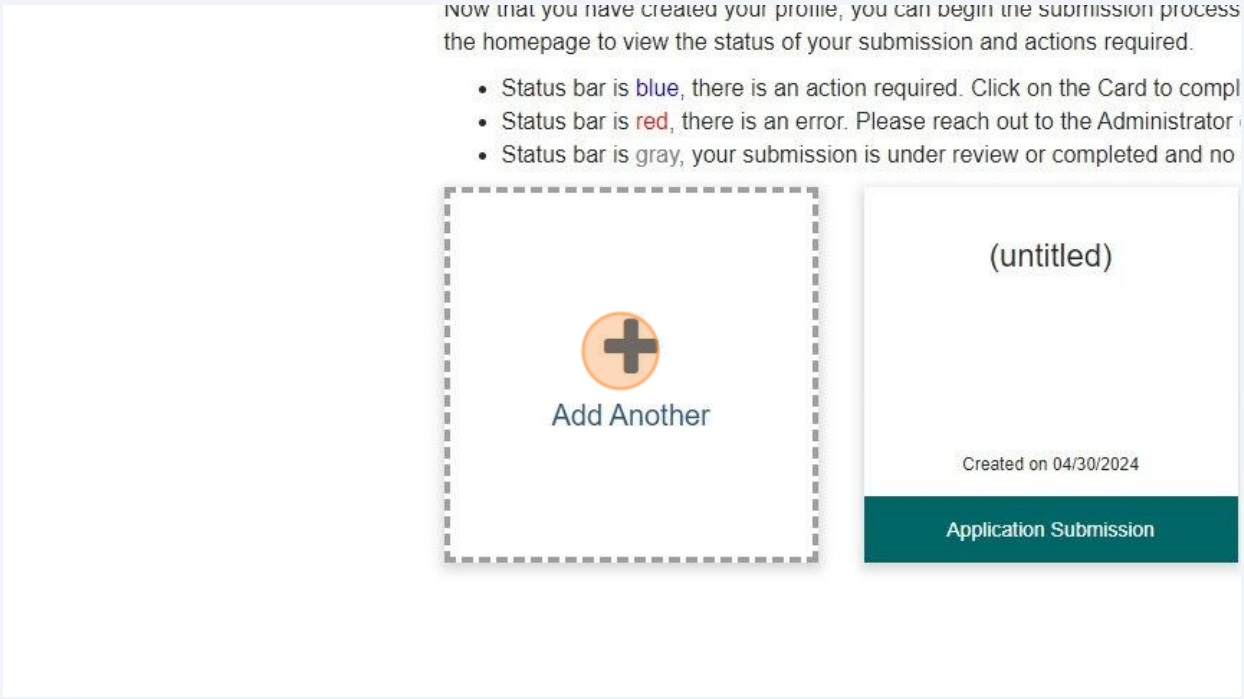
Complete Higher Education Scholarship Application Form

1 Once your eligibility is approved, an email containing a link to the submission portal will be sent to you. Should you need to save your application and complete it later, please use the submission portal link provided in the email.

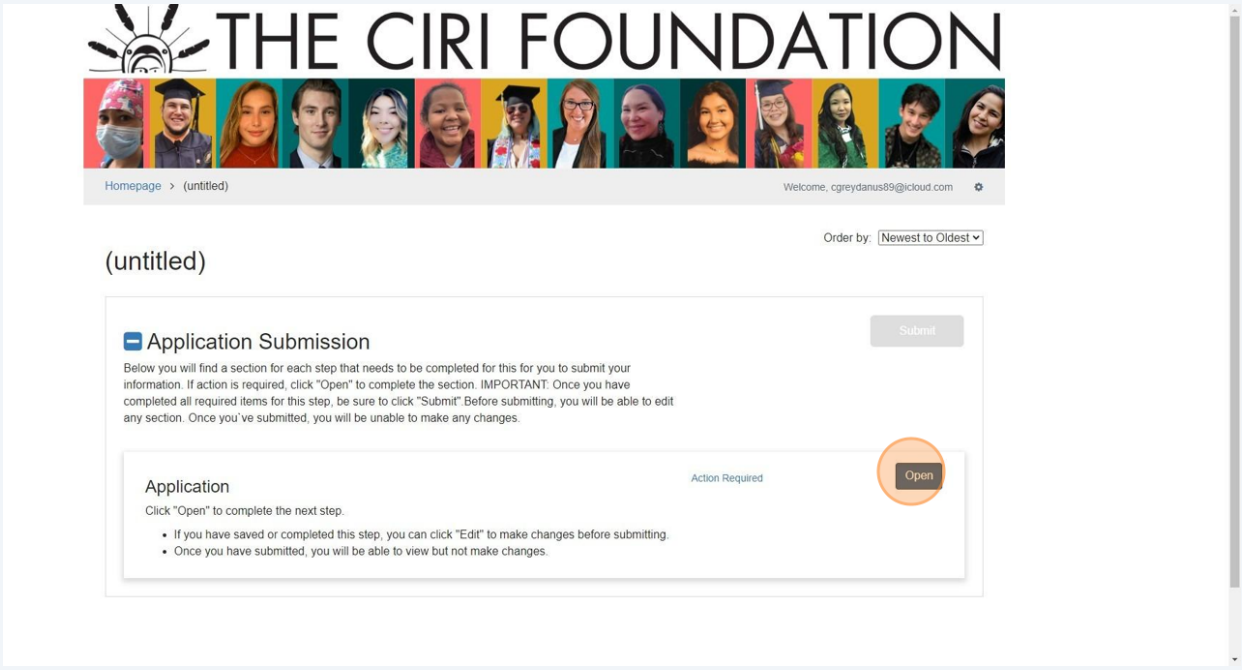
2 Click "Submission Portal" to access the application. Please note that for the 1st time logging in through this link you will have to reset your password through "forgot my password"



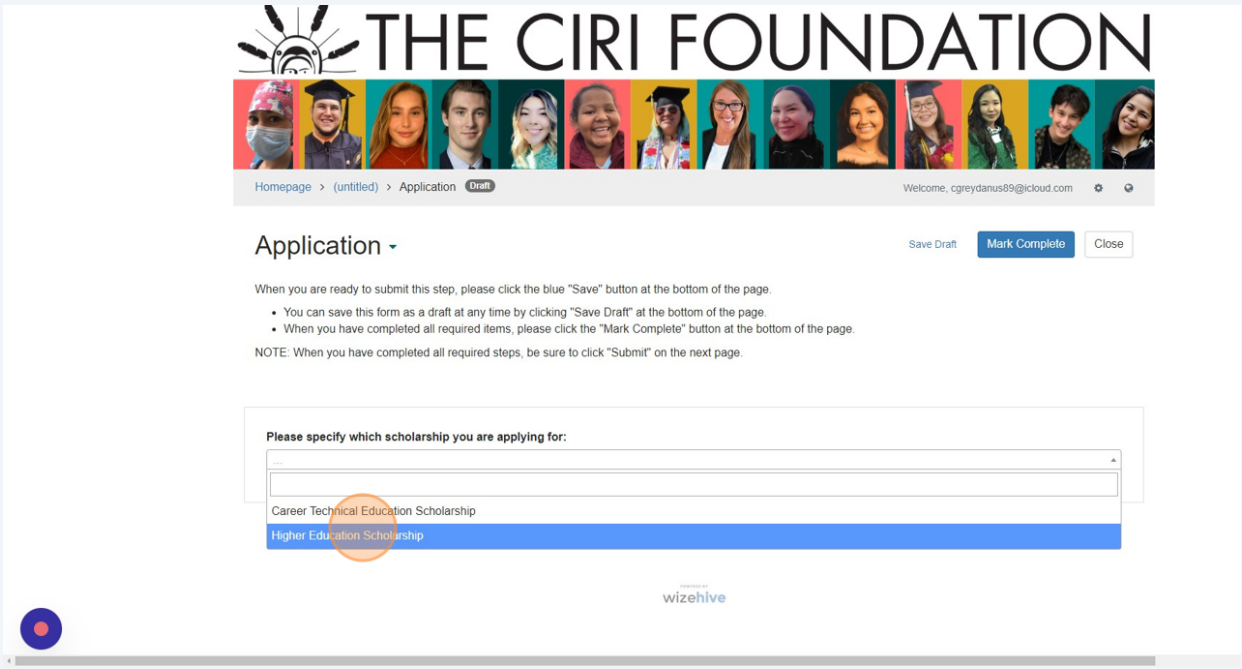
3 Click on the box with the "+" button to begin your application. If you are returning to finish an application already started, select the box containing your in-progress application. Please do not start a new one. From this view, you can also access your previously submitted applications.



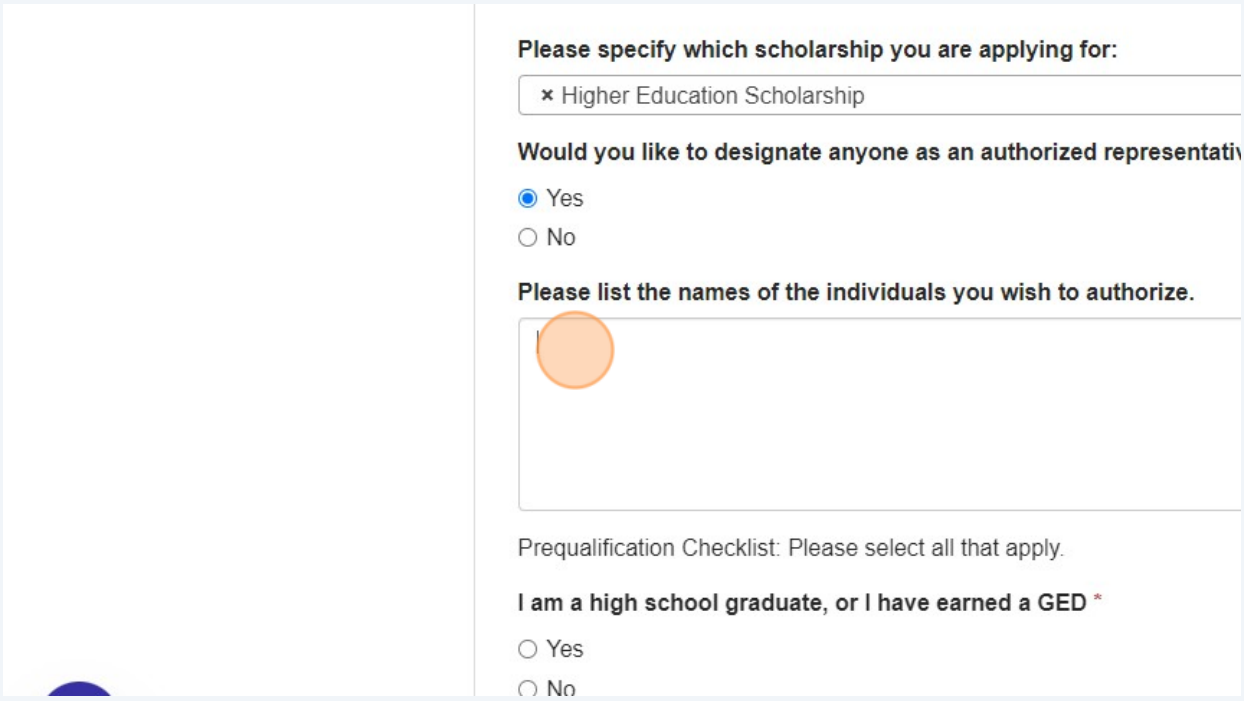
4 Click "Open" to start your application



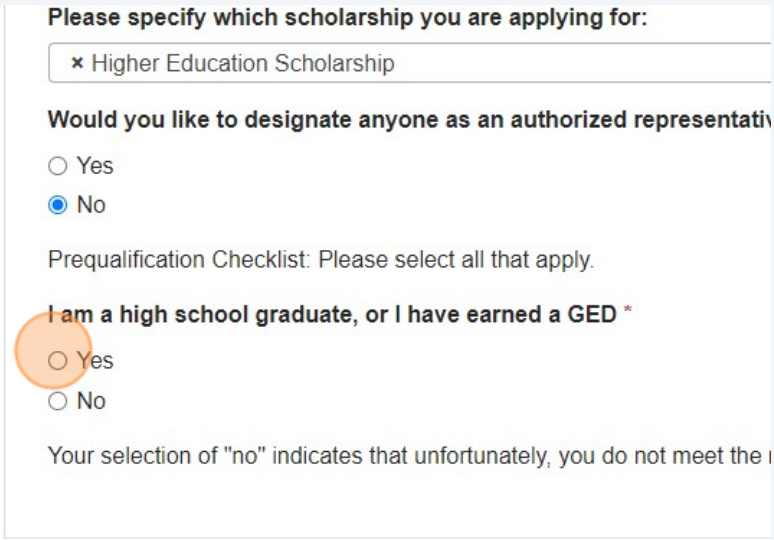
5 Click the drop down to choose which application you are applying for. There is Higher Education and Career Training Scholarship. (Jump Start will use the Career Training Scholarship)



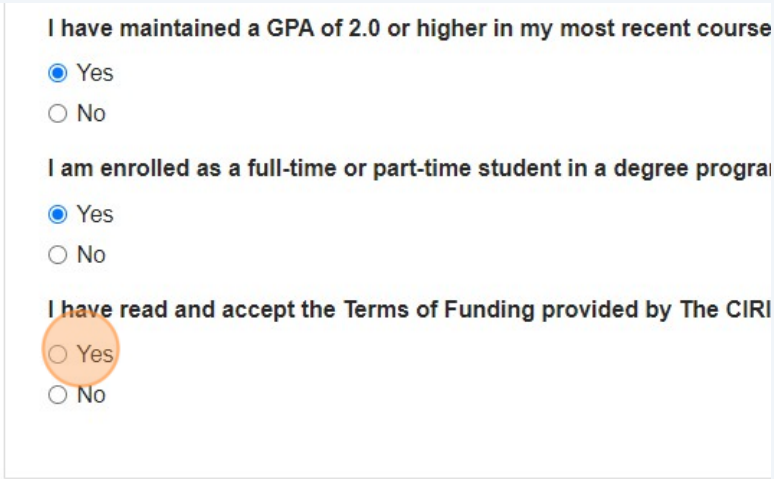
6 The initial question asks if you would like to designate an authorized person to discuss your application. Please provide the name of anyone you permit to discuss your application with us. If no name is entered, we will not be able to communicate with them regarding your application.



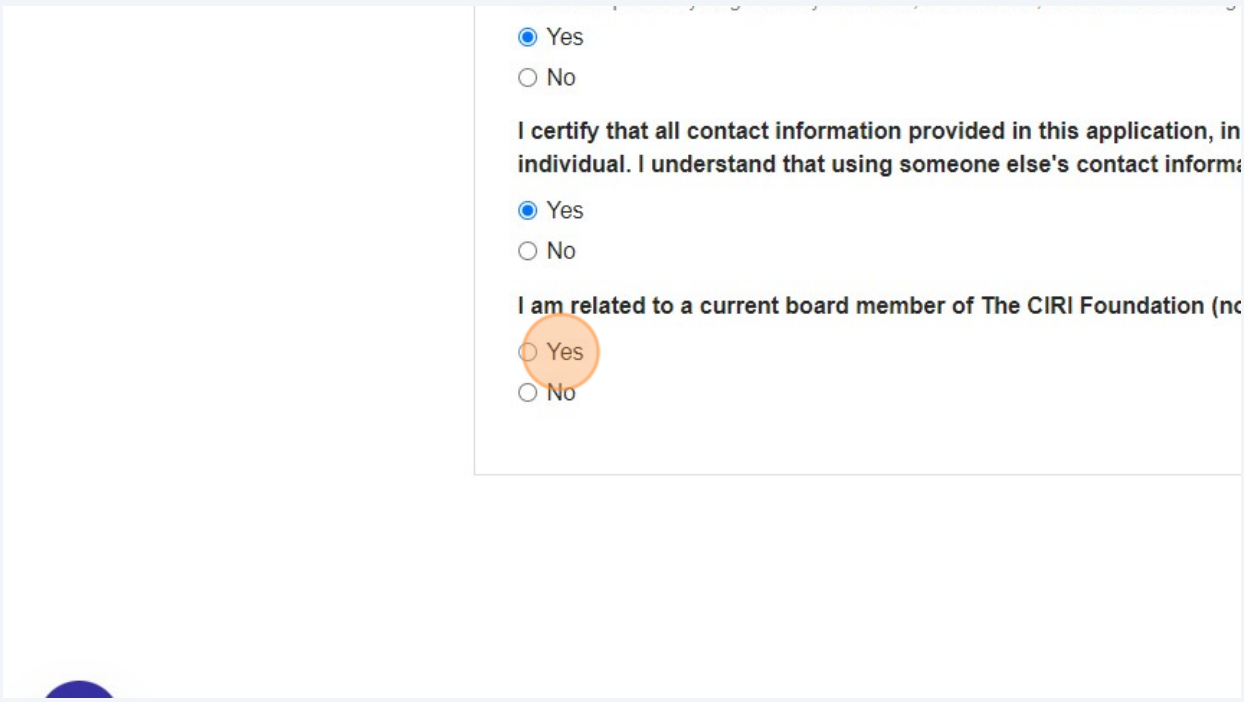
7 Next, we have the prequalifying questions. These establish the minimum criteria required to submit an application. If you answer "no" to any of these questions, you will be unable to proceed with your application.



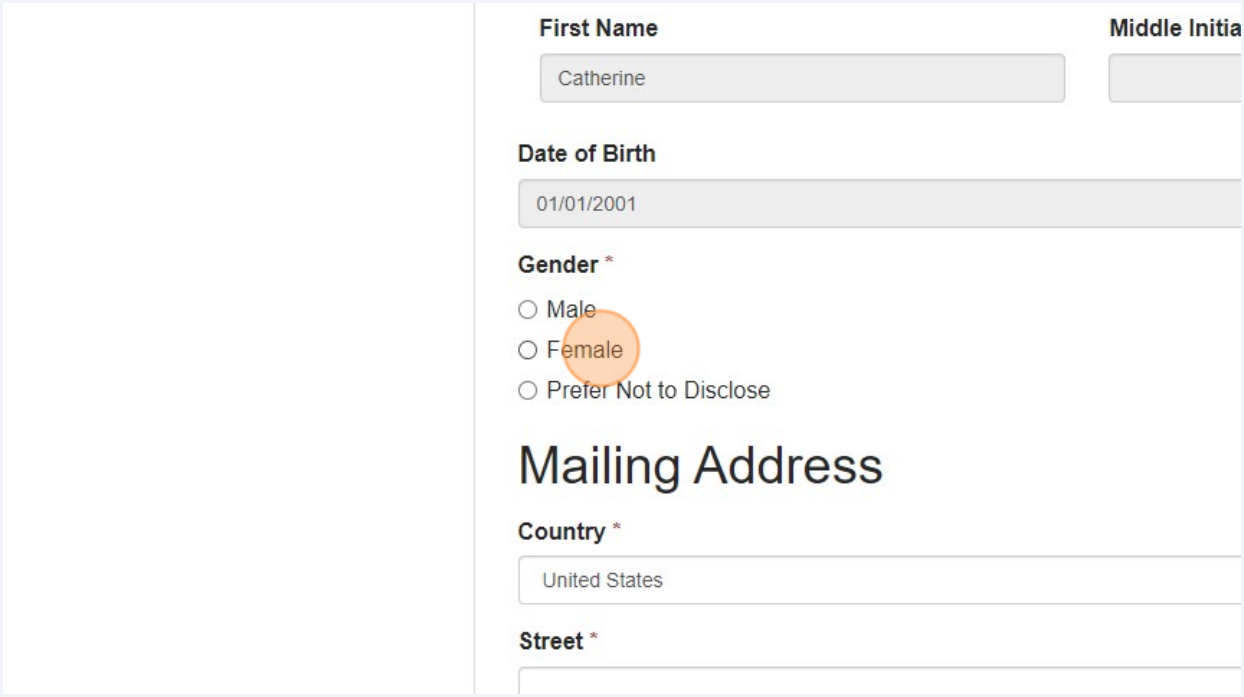
8 The following set of questions relate to agreements and understandings necessary to continue with your application. Answering "no" to any of these questions will prevent you from proceeding further with your application.



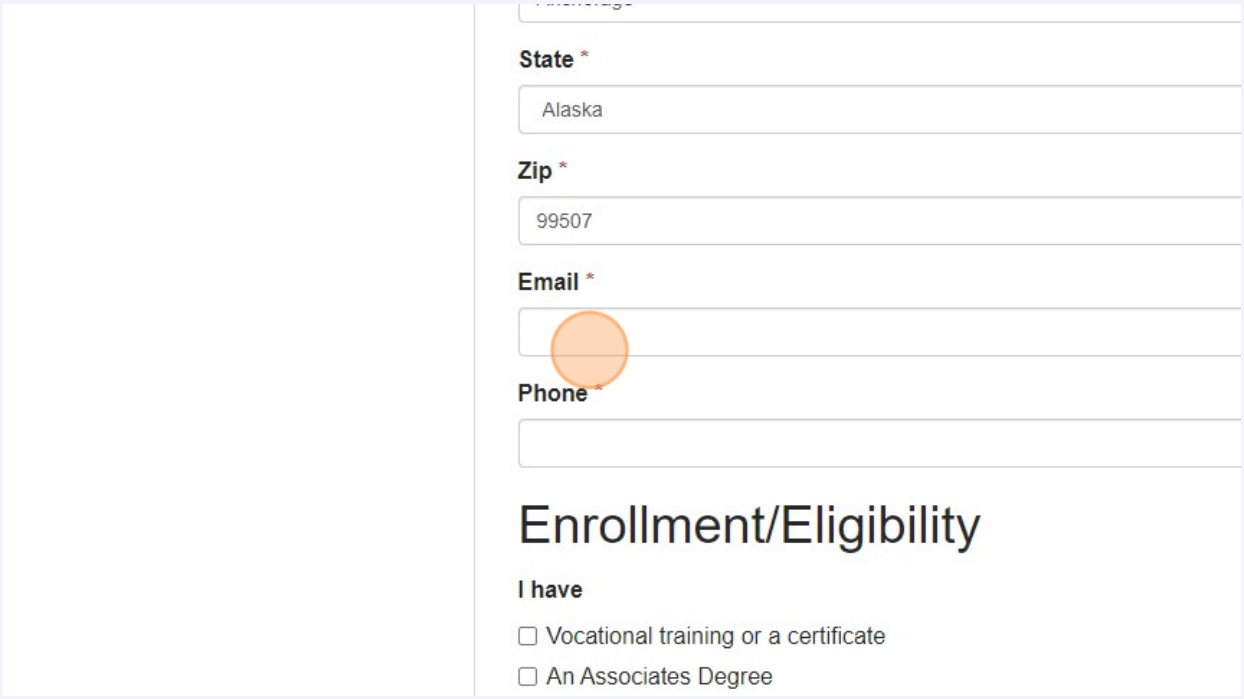
9 Click "Yes"



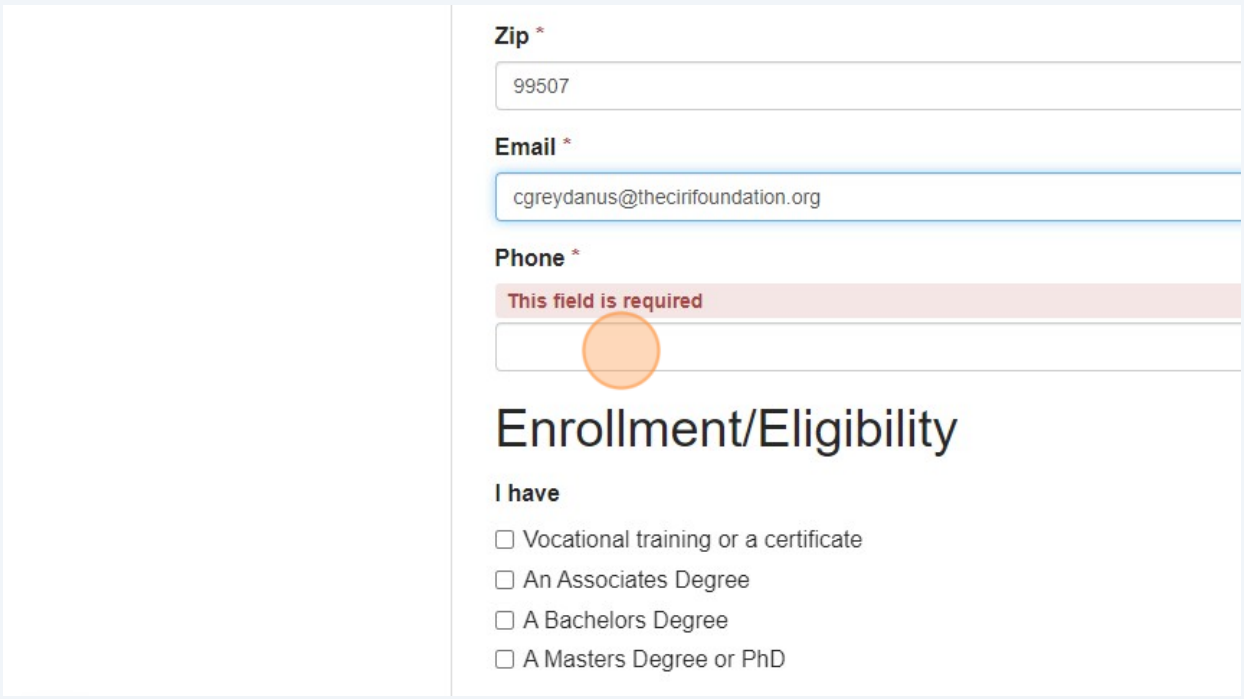
10 From this point forward, the remainder of the application will be accessible for completion.



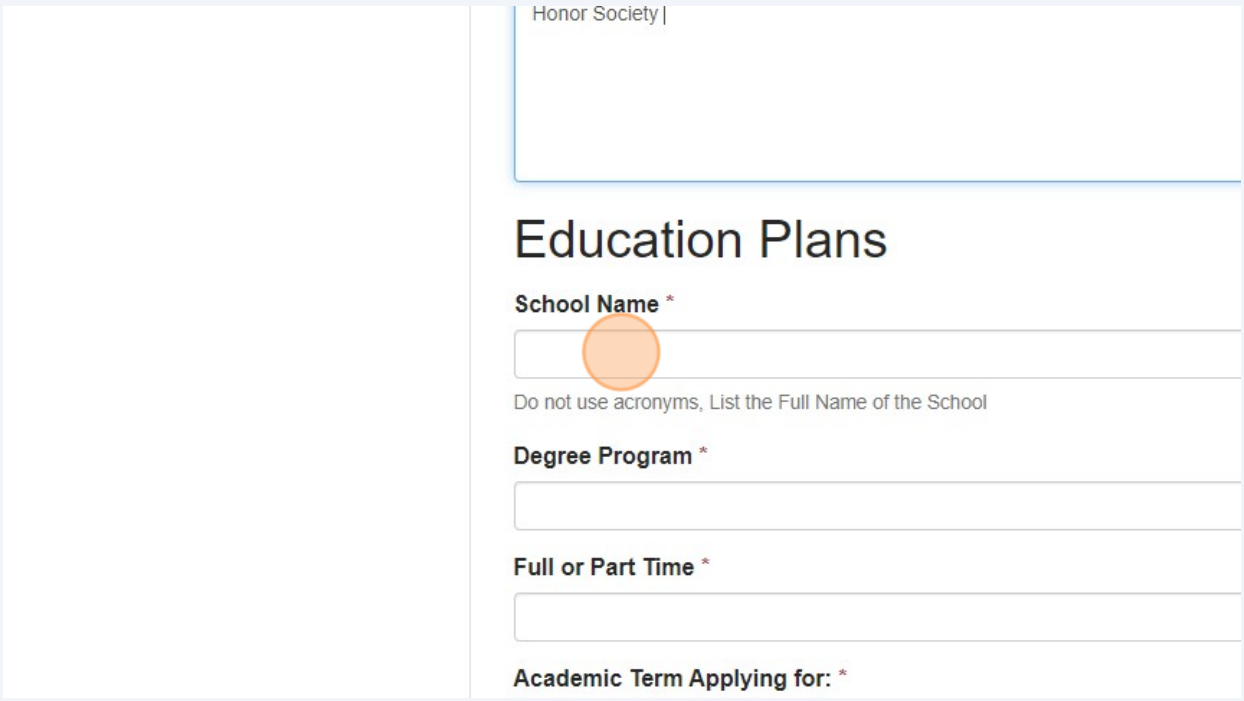
11 Please ensure email address up to date and is your own and not that of another individual.



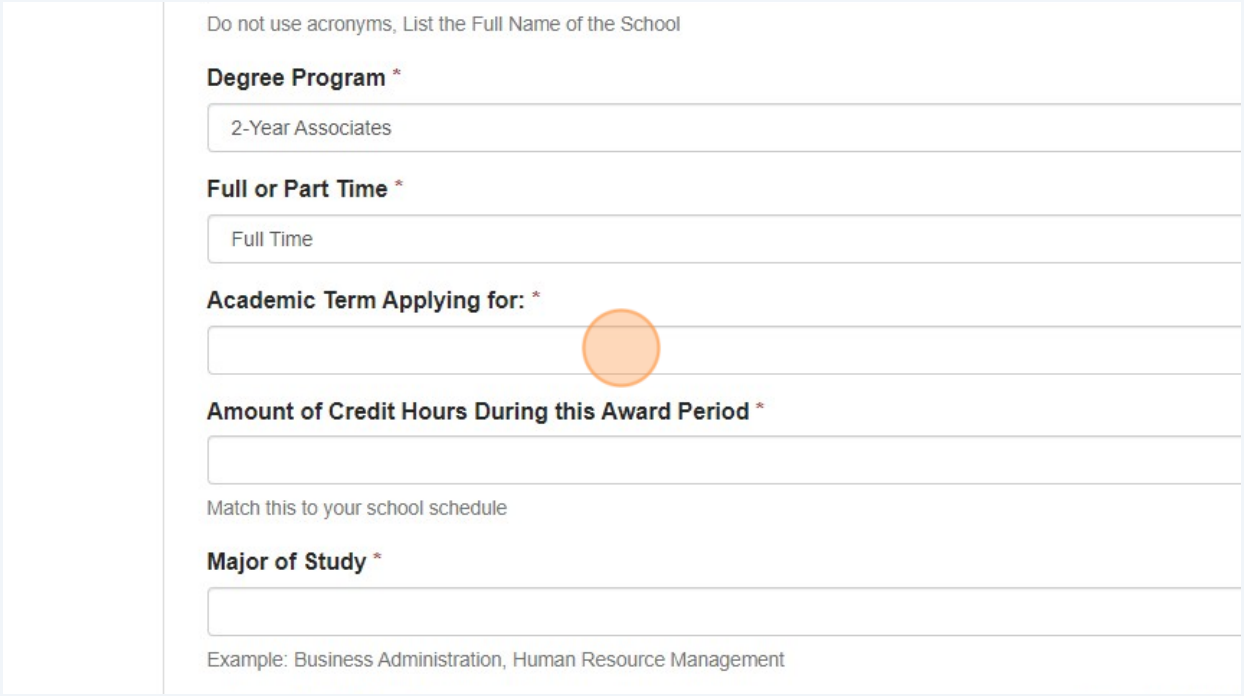
12 Please ensure phone number up to date and is your own and not that of another individual.



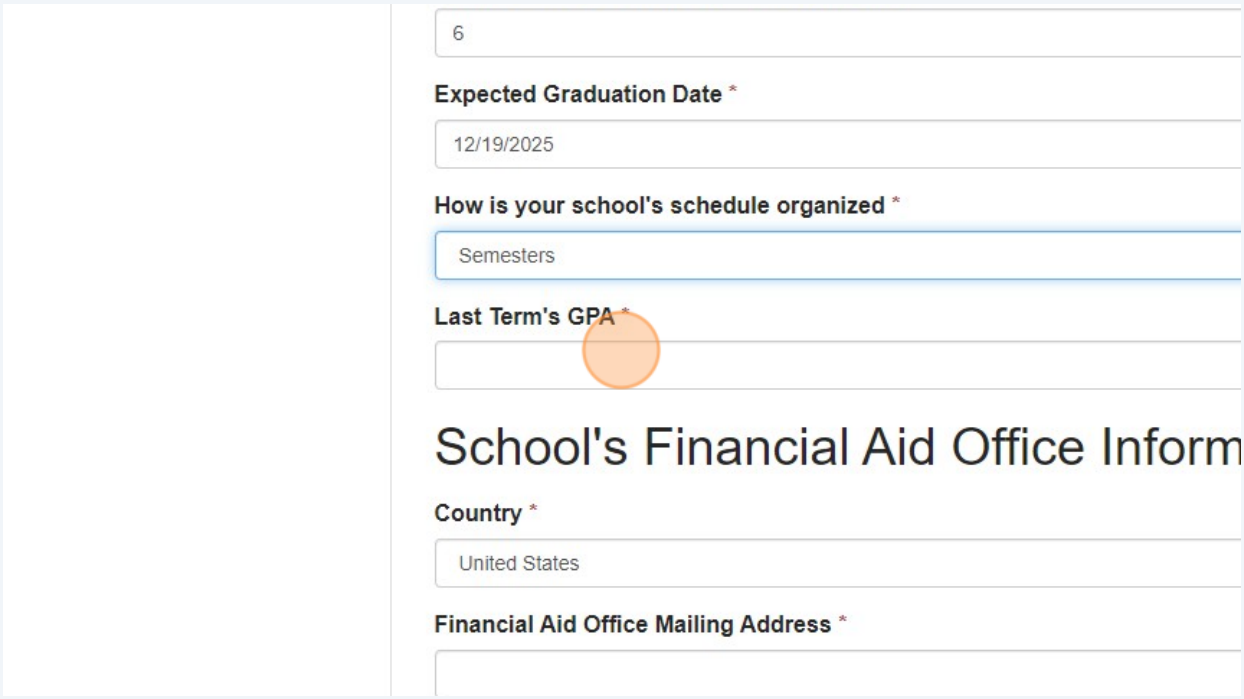
13 Please ensure the school name is spelled out completely and correctly.



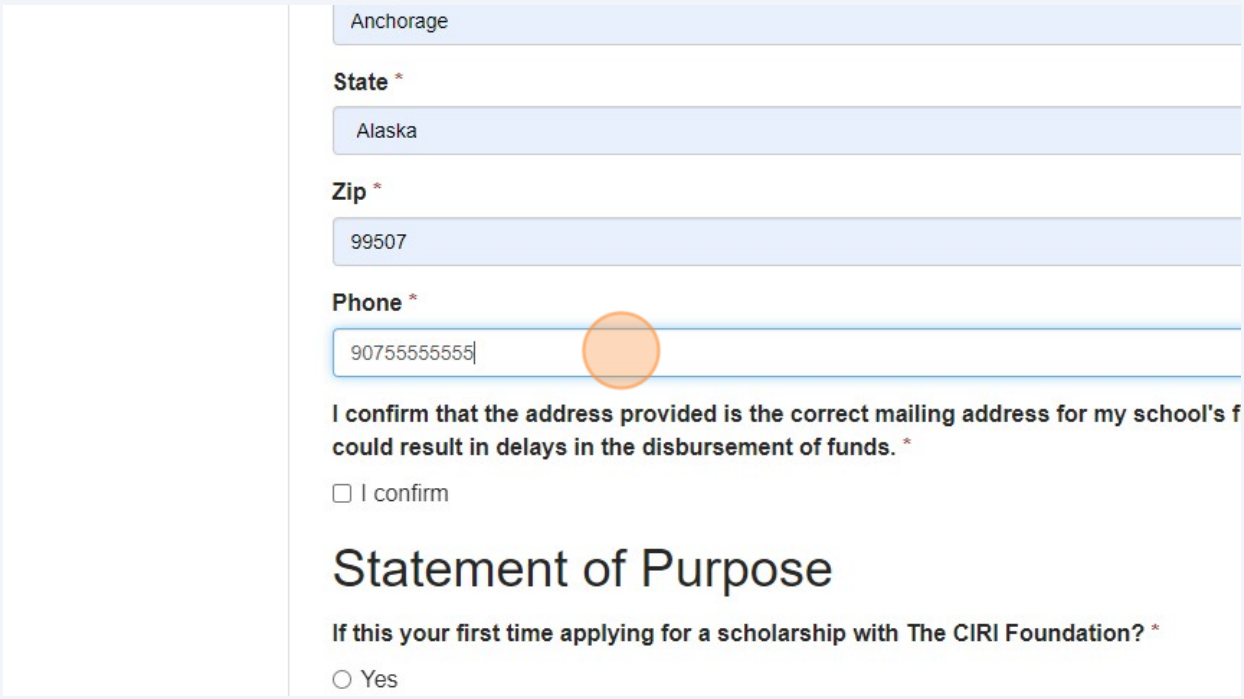
14 Please choose the term for which you need funding. If you are attending for the entire year, select "academic year" to avoid having to reapply for the next deadline.



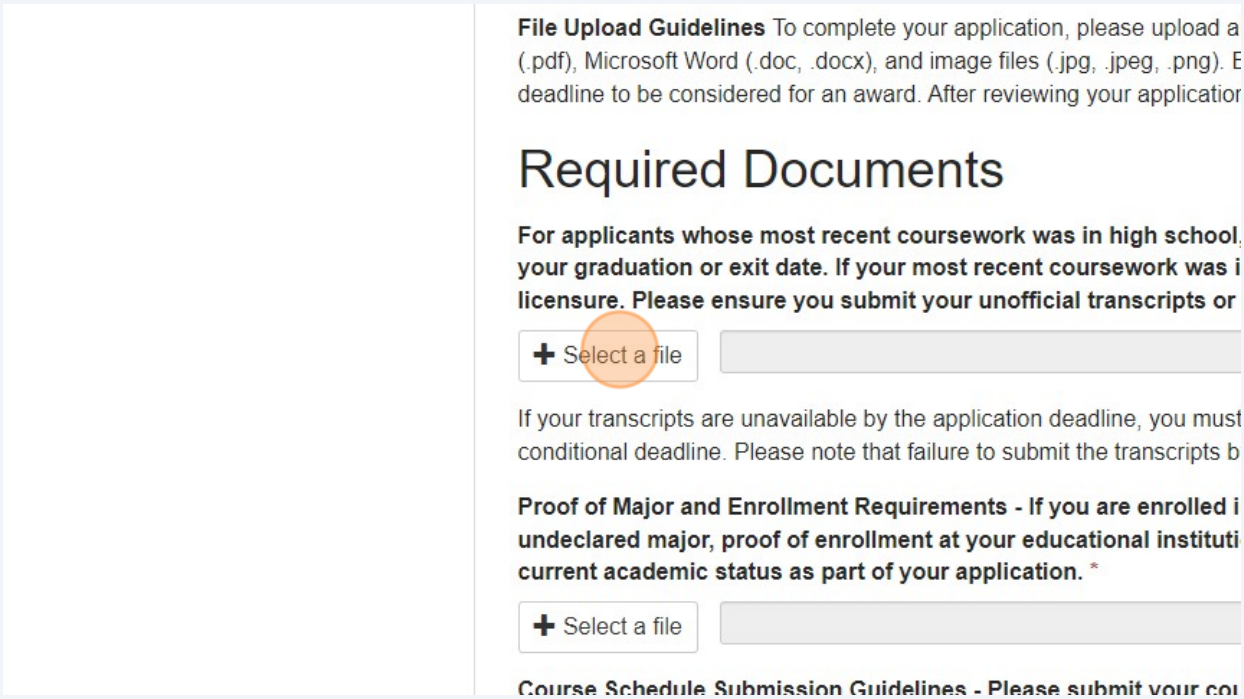
15 Enter your GPA for the most recent term (not cumulative)



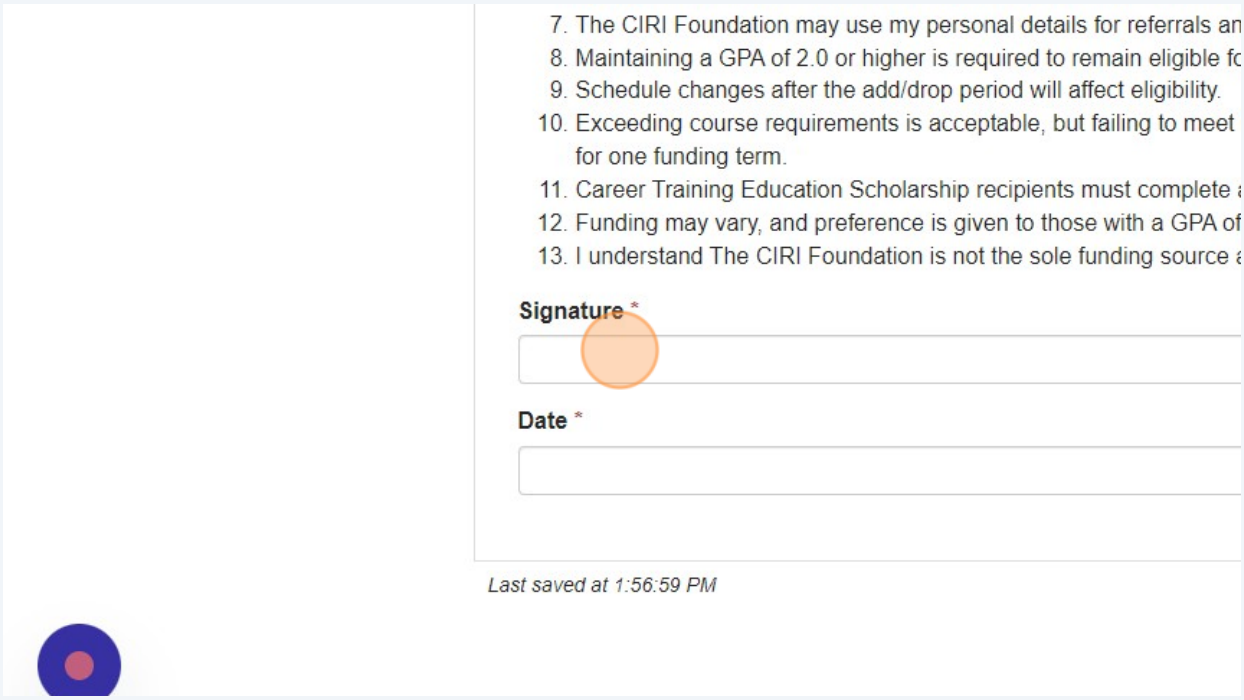
16 We will use this phone number to contact you regarding your application or award. Please ensure it is the most reliable number to reach you.



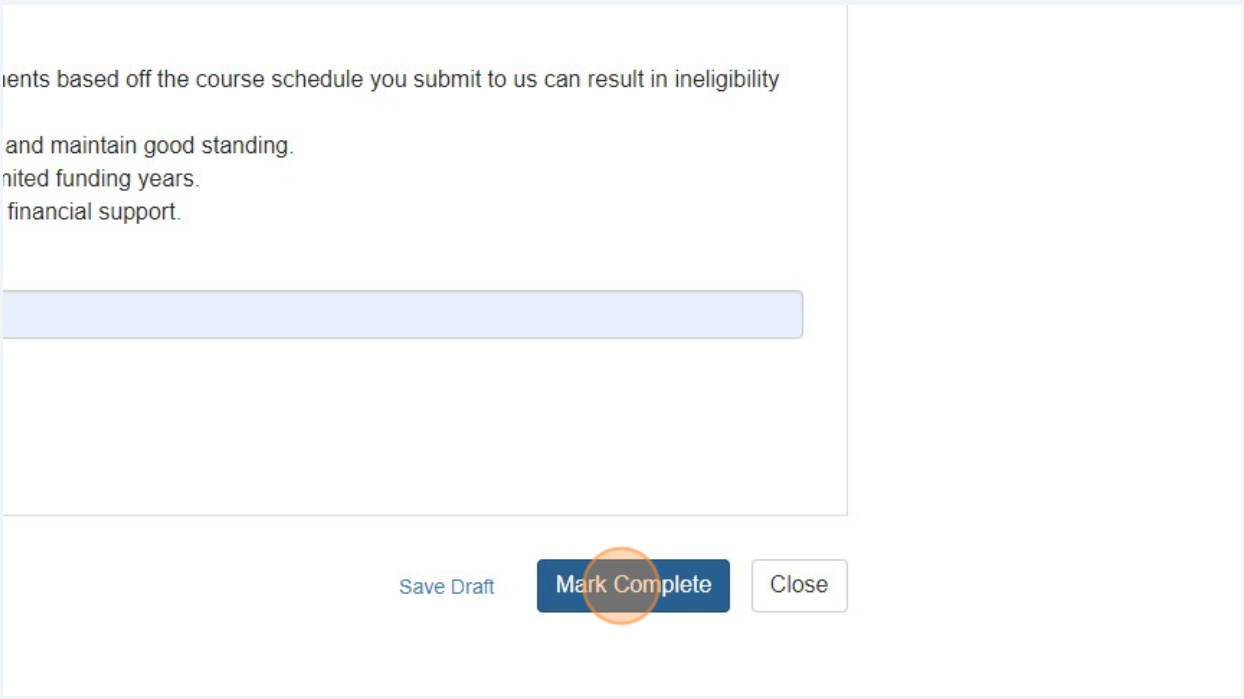
17 Here is where you need to upload the required documents for your application. If you do not have your transcripts or class schedule available, you must complete the attestation form, indicating the date by which you will upload these documents. You can find the form on our website at www.cirifoundation.org. Please upload the completed form to the appropriate field. If you are missing both documents, you will need to upload the form in each required document upload slot. Your application will remain pending until we receive these documents. Failure to upload them by the specified date may result in the cancellation of your application.



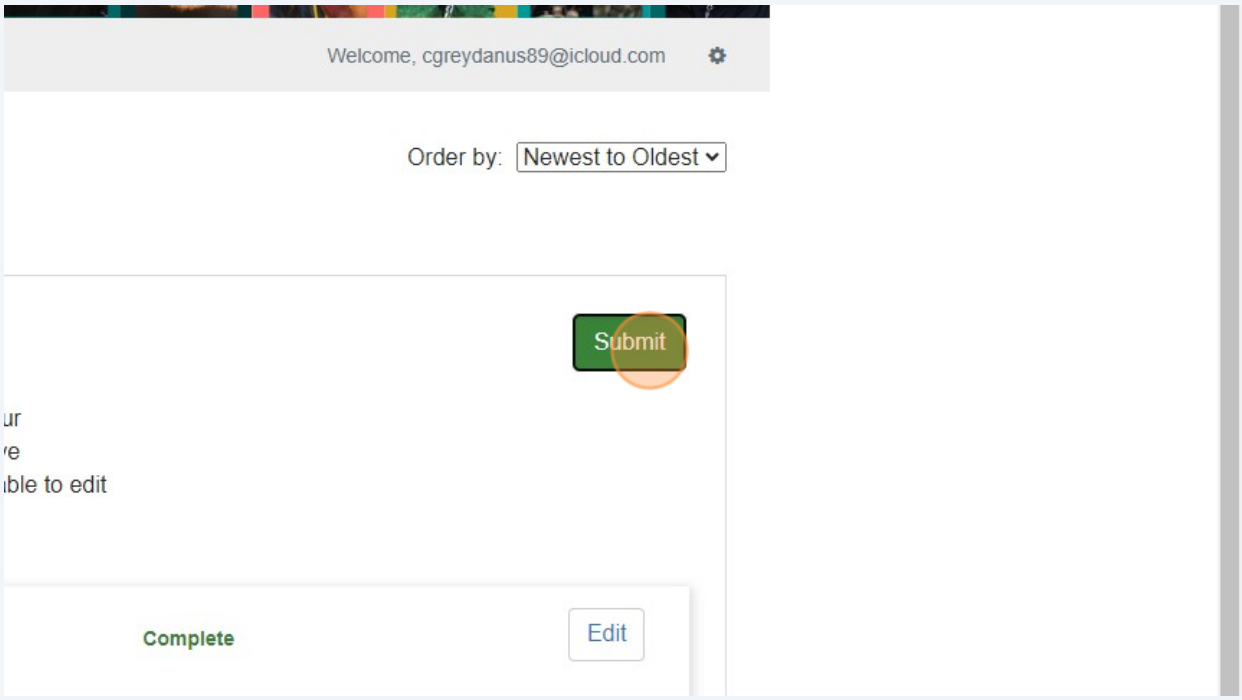
18 Make sure to sign and date your application.



19 Click "Mark Complete"



20 Click "Submit" - Your application will not be submitted to us until you press this button. Completing the previous steps and marking them as complete does not mean your application has been submitted.



21 We look forward to supporting you in achieving your educational goals. Thank you for applying, and we wish you success in your academic endeavors. If you have any questions or need additional assistance please contact us at tcf@thecirifoundation.org or call 907-793-3575.