


How to Apply for Scholarships within Scholarship Universe

(Recommended) File your Free Application for Federal Student Aid (FAFSA) before you get started on Scholarship Universe. Many scholarships within your department, college(s) and the university requires a FAFSA to even be considered for scholarship awards. We strongly recommend you submit a FAFSA if you are eligible to do so. This must be done every year. For more information on the FAFSA, visit the Department of Education's website: <https://fafsa.gov>.

- Log in to [Scholarship Universe](#) (SU) with your UA Net ID and Password.
- Click on QUESTIONS in the left-hand navigation bar, then click on Answer More Questions



OR-- Click on the gray text box (shown below) to answer all the outstanding questions for your student profile. The answers to these questions will match you to internal and external scholarships.

 You still have outstanding questions that may qualify you for more opportunities! Click here to continue answering more matching questions.

- **If you have never created a profile before:**

This step may take up to one hour, until you have no more questions to answer. This step is vital to match you with as many scholarships as possible and maximize the potential for funding. Answer as many matching questions as possible, until you are no longer presented with any new questions.

- **If you have previously created a profile:**

Your answers need to be updated/edited each academic year or as they change. Examples such as: academic level, major(s), interests, leadership experience, research interests, etc.

- To edit an answer, click the pencil icon (right side of the question) and update.

Question	Answer(s)	Last Answered	Edit
Which of the following United States Armed Forces are your family members past/present members of?	Army, Marine Corps, Navy	11/17/2020	

- Once you are done editing, you are ready to apply by clicking SCHOLARSHIPS in the left-hand navigation bar.



- Click APPLY and answer the required questions and/or upload all the required items to each application scholarship you would like to apply for. Your application will not be complete until **all** the required items are submitted.



- **NOTE:** If an application requires a Letter of Recommendation (LOR), please complete this step **immediately** to give the requestee (typically a faculty member) ample time for the individual to complete and submit the letter on your behalf.

*Check back regularly to your scholarship application, to verify the LOR was submitted by the individual for your application. *If the LOR is not received by the deadline, then your application will not be considered, and will be marked incomplete (even if you have all the other items submitted.) *If you are notified the individual will not complete the LOR, then you may submit a new request by following the same steps noted to another individual.

HOW TO SUBMIT LETTER OF RECOMMENDATION: (See below for best practice details)

- Within the scholarship universe system → access the specific scholarship application →
- You will access the link to email the individual(s) from whom you are requesting the LOR(s).
- By completing the fields (see below), an email will be generated requesting the letter of recommendation.
- The details you enter will explain everything to the individual regarding your request.
- The LOR should be returned by the deadline date to ensure your application is completed.

Request Letter of Recommendation
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Please complete the following information to electronically request a letter of recommendation from a person of your choosing. A request will be sent via email and allow the requestee to enter the application in order to compose or upload a letter of recommendation.

Name of Requestee

Requestee Email

Personal Message

Deadline Date
month/day/year

Include the following details in your personal message:

- *The scholarship for which you are applying and the specific requirements*
- *Why you chose them to write your LOR (i.e., we worked together in the research lab)*
- *Ask the individual to email you to confirm whether they are or are not able to meet the deadline so you can contact another individual if needed*