INSTRUCTIONS FOR TFEC ONLINE APPLICATION PROCESS

2020 Scholarship Applications
Begin by visiting www.tfec.org to familiarize yourself with the many scholarship opportunities available through TFEC.

Search for a scholarship by name in the top right corner or Click on Search for a Scholarship to find opportunities relevant to you.
Click on **Current High School Seniors** to search by county for scholarship opportunities you may be eligible for based on where you live.
After finding a scholarship you are interested in applying for, click on the link to review the eligibility criteria in detail to ensure you qualify.

The link to the online application, instructions for submitting letters of reference online, and detailed information about additional materials to attach to your application are included on this summary page.
After reviewing the Eligibility Criteria and How to Apply, click on the link to access the online application. Links are activated each year by January 1.

Be sure to read the How to Apply section carefully. It includes information on materials that must be attached to your application and how to request references be submitted online. Many of the summaries are two pages. Be sure to read through all of the information!

**STEP 3: CLICK THE LINK TO APPLY**

Note: Prepare your attachments before starting the application to speed up the upload process. Talk to your recommenders so they are prepared to submit your letters of reference. Double check the email address they would like to receive your request.
The first time you apply through TFEC's application portal, create an account by clicking "New Applicant?"

If you submit multiple applications, sign in with the log in information you created on your first application.

If you are re-applying for a scholarship this year, sign in with the log in information you created last year. If you forget your password, click "Forgot Password?"
Applicants are asked a series of questions pertaining to their eligibility for applying to each specific scholarship.
This page captures personal information about you, such as your name, address, phone number, e-mail address, birthdate, and more.
This page captures information about your parents or guardians, siblings, and more. Parent / Caregiver information should reflect your family as closely as possible.
STEP 8: HIGH SCHOOL INFORMATION

This page captures information about the High School you are attending or attended.
STEP 9: POST-SECONDARY INFORMATION & EDUCATIONAL FINANCING

This page captures information about the college or university you will attend in the fall. Use the institution you are most likely to attend given your acceptance status and financing options.

Cost of attendance and loan information should reflect one full academic year (Fall AND Spring semesters)
This page is used to email each of your recommenders a request to upload a letter of reference to your application.

Include the name of each recommender and their email address. When all require information is included, click **Send Request**.
Complete the email message to be sent to your recommenders.

You can copy and paste the example wording found in the application summary page or type your own message. Each recommender will receive the same message.
STEP 11: ATTACHMENTS

This page provides details on how and what must be attached to your online application. You will upload the attachments from this page.

At the top of this page are reminders of how many letters of reference are required and what materials will need to be emailed to scholarshipapplications@tfec.org by your counseling office.
Notice the drop down menu with labels for the documents to upload. You will need to upload a document labeled each of the required materials before you are able to submit the application.
STEP 11: ATTACHMENTS – UPLOAD INSTRUCTIONS

Find the document you wish to upload from your computer and click Open.
As you upload the required materials, they will appear at the top of the page.

This is also where you will see the letters of reference your recommenders upload. You will not be able to successfully submit an application without all the required materials attached.
Click Save & Finish Later to keep all changes made while you wait for your recommenders to upload the letters of reference you requested.

You can sign in to check your progress at any time using the link below:

https://www.grantrequest.com/SID_1351
Many students have the qualifications and a genuine ambition to further their education, but don’t have the means. We believe that accessible education is crucial to the development of a better community.

You can sign in to check your progress at any time using the Login button on the scholarship home screen or using the link below:

https://www.grantrequest.com/SID_1351
Files submitted by your recommenders will appear as an Uploaded File on the attachment page. Students cannot open these files because recommendations are to remain confidential.

All requirements must be uploaded before the application can be successfully submitted.
On this page you are able to review your application, correct any errors, and submit the completed application to TFEC.

You MUST click Submit in order to submit the application. The button is located at both the bottom and top of the page.
Fields marked with an orange diamond are required before final submission. You can Save and Finish Later at any time during the application process. Remember, you MUST submit the finished application prior to the deadline! Some applications may differ from the specific pages shown in this document, but they all follow the same general guidelines.
You are encouraged to review the Application Hints for guidance, or contact our Scholarship Team for assistance by clicking “Contact Us.”