

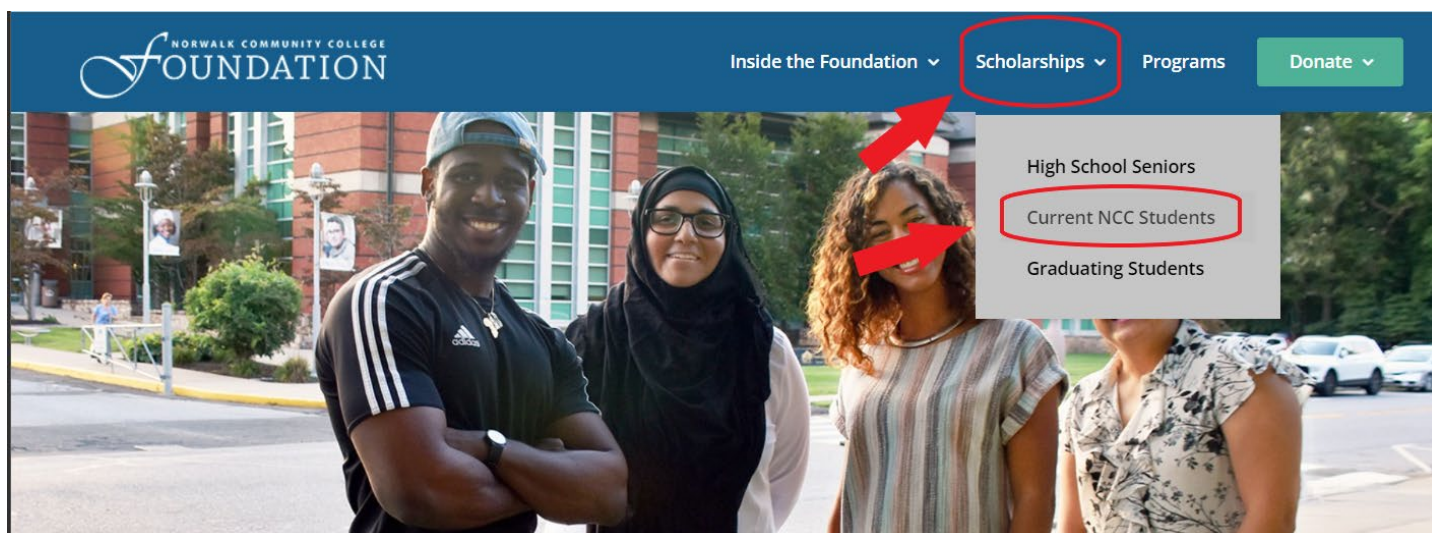
INSTRUCTIONS TO APPLY FOR AN NCC FOUNDATION SCHOLARSHIP

ESL AWARD

Norwalk Community College Foundation (NCCF) switched to a new platform in 2021, please be sure to use updated credentials. Every student needs to create a new account if they have not done it yet. Use this document to apply for an **ESL Award**.

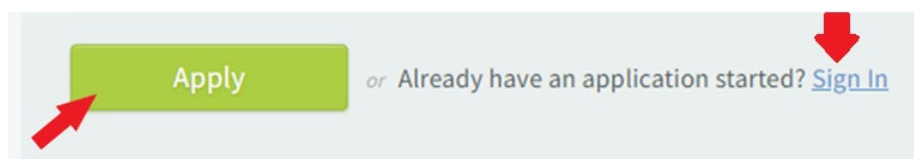
STEP 1. On the NCC Foundation website (www.ncc-foundation.org):

- Navigate to ‘**Scholarships**’ on the right-hand side of the page and pick the ‘**Current NCC Students**’ tab.



STEP 2. Read all the requirements carefully under ‘**ESL Awards**’ to determine if you are eligible for a scholarship. Scroll down and click ‘**CLICK HERE to APPLY**’ to begin.

STEP 3. Each link will prompt you to the appropriate application page in SmarterSelect. Save this tab so you can easily come back to it later. At the bottom of the page choose one of the options available between ‘**Apply**’ and ‘**Already have an application started? Sign In.**’



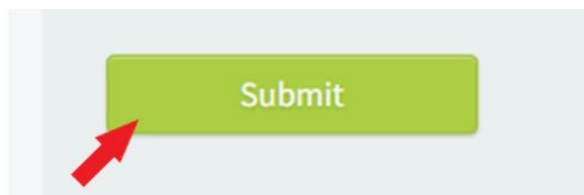
STEP 4. Fill out the ‘**Pre-Qualify Questionnaire**’ to determine your eligibility and then hit ‘**Submit.**’

ESL Award - [REDACTED] Semester

PROGRAM DEADLINE: [REDACTED] 202[REDACTED] at 11:59 PM EDT (Midnight)

[REDACTED] Only Pre-Qualify

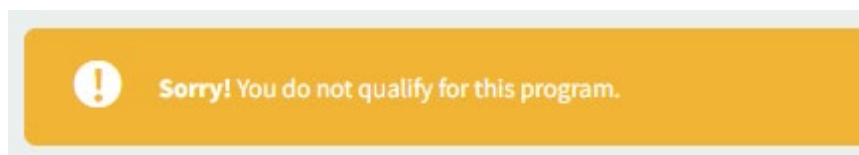
To apply, please answer the following questions (must answer 'Yes' to ALL below to be eligible). If ANY answer is 'No', you are not eligible for this scholarship.



The pre-qualification questionnaire is different for each program or scholarship.

You **MUST** answer 'Yes' to ALL questions to be eligible to proceed to the next step.

If ANY answer is 'No', you are not eligible for this scholarship/program. You will see the notification as shown below.



Stop and review other options to see what alternatives are available for you.

STEP 5. Once submitted, you will see the notice below asking you to create a new account or to sign in with your existing email address and password.

CRITICAL NOTES BEFORE PROCEEDING:

- **Create an account only the first time you are using this system!**
 - There is no need to create a new one every time you apply for a scholarship, and it can lead to confusion with your applications. Use the 'Forgot your Password?' option to reset your password.
 - Use your college email address which is formatted XXXX0000@mail.ct.edu.
 - OR You can use a personal email address instead (recommended).

Do not use your Banner ID (01234567@student.commnet.edu) in the 'Email Address' field!!!

Create New Account Sign In

Sign into your Account

Email Address

Password SHOW

Sign In

Sign in with Google

[Forgot your Password?](#)

STEP 6. Once you create your account or sign-in with an existing one, the process to fill out the 5-section application begins. You will receive a confirmation email indicating your application is ready to begin, like the one seen below. Please keep it for future reference and review the deadline date and time information listed.

NOTE: If you have not received a confirmation email, check your ‘Junk/Spam’ folder for all emails from ‘[Norwalk Community College Foundation, Inc.] Application Created/Submitted, NCC Foundation Scholarship Office <automated.email@smarterselect.com>’

Dear [REDACTED],

Your application 3661983 for the [REDACTED] Scholarship has been created.

THE DEADLINE FOR SUBMITTING YOUR APPLICATION IS AT 11:59 PM EDT ON [REDACTED] 202[REDACTED].

Please save your login information below for future reference.

Your username: [REDACTED]

[Click to Login](#)

Thank you,
Norwalk Community College Foundation, Inc.

This is an automated e-mail message - Please do not reply.

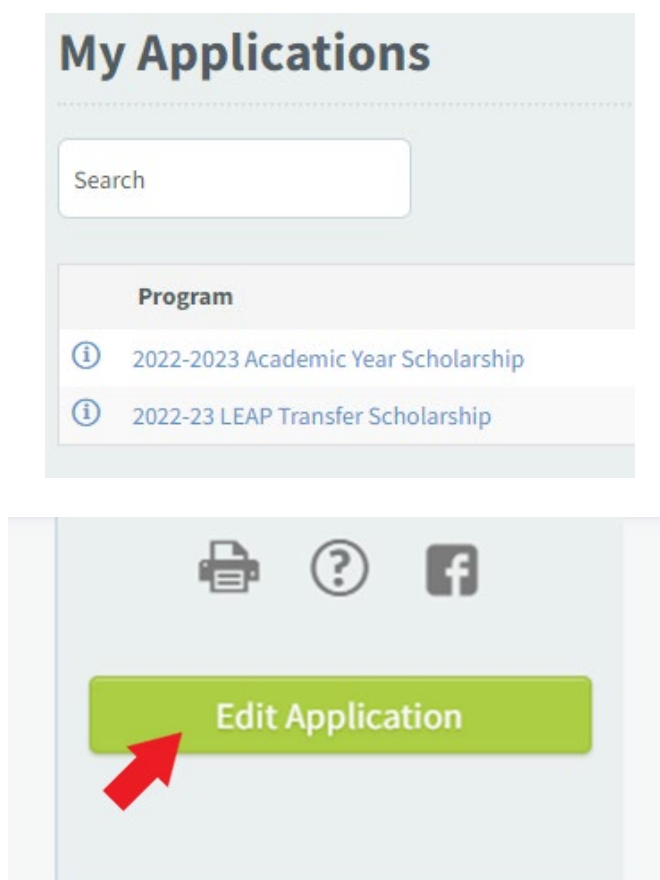
For assistance, please contact NCC Foundation Scholarship Office at scholarships@norwalk.edu.

Norwalk Community College Foundation, Inc.
188 Richards Ave
Norwalk, CT 06854

STEP 7. Each application contains 5 main sections. Please read all the questions carefully. The five sections are:

- a. Required Information Checklist.
- b. Student Information.
- c. Personal Information (not described here).
- d. Academic Information.
- e. File Uploads.

Each section can be worked on independently. To go back to your application at any time, simply log in with your credentials, select your application, and then click **‘Edit Application’** on the top right-hand side of the page. Do not forget to save at the end of each editing session.



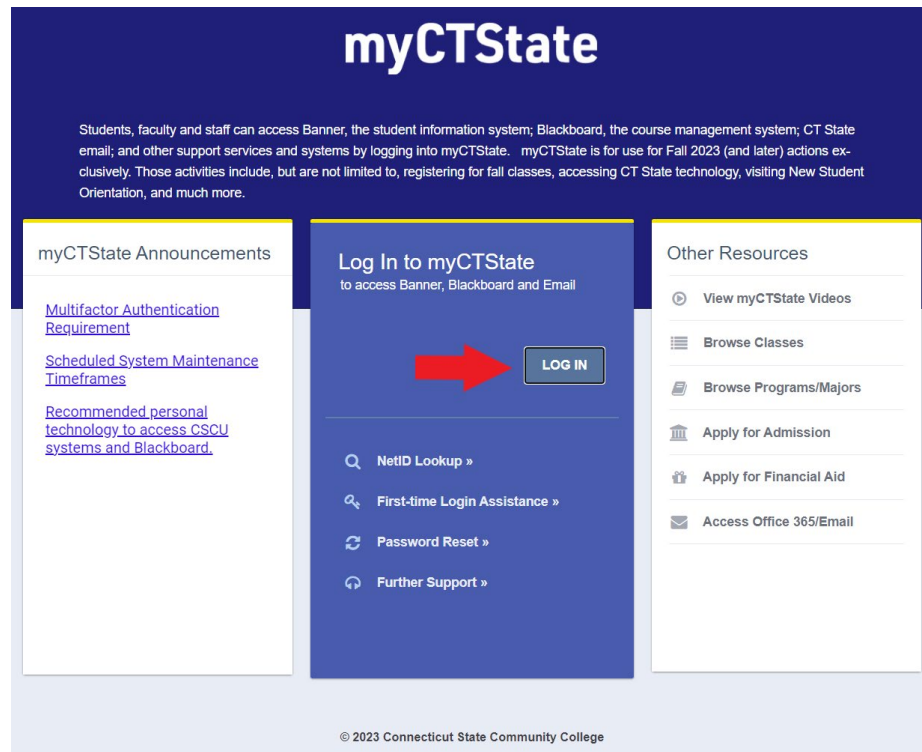
STEP 8. The **Required Information Checklist** section describes what information you need to gather to be able to fill out the scholarship application correctly. Please read this part very carefully! Incomplete applications will be DECLINED!

STEP 9. The **Student Information** section asks for your school information including your College Email, your major, your overall GPA, number of credits completed so far and credits in progress (currently taken but not finished yet). All the information can be found on **my.ctstate.edu** portal. A copy of your unofficial transcript will need to be uploaded later and will be used to show your academic progress and courses completed.

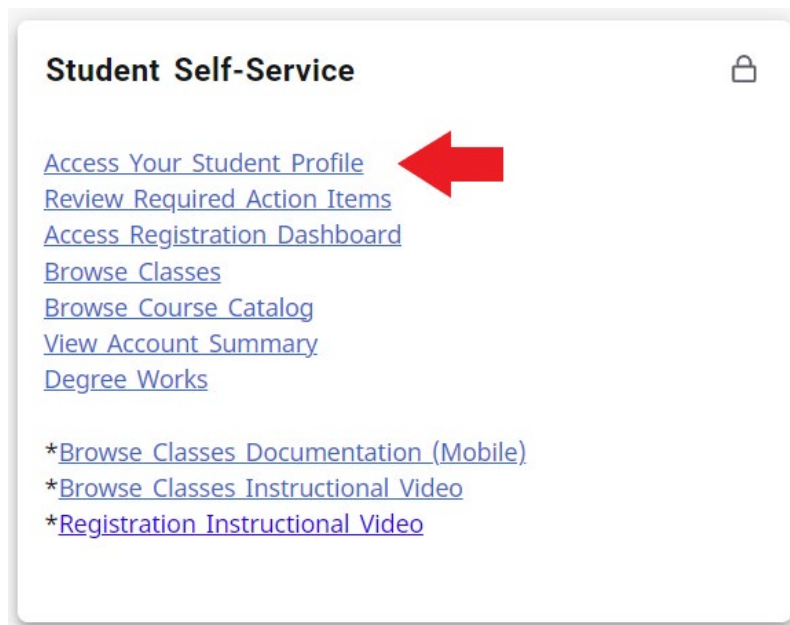
How to find your College Email:

1. To find your College Email address, you need to log in to **my.ctstate.edu** with your Banner ID (01234567@student.commnet.edu) and password.

NOTE: For help with accessing your NETID, email, and degree works, the [Blackboard Help Desk](#) is available (24/7) via chat and phone 860-723-0221.



2. On the left-hand side under 'Student Self-Service' click on 'Access Your Student Profile'



3. Your student account summary will come up. You can find your College Email under your **‘Bio Information’** section.

Student Profile - [REDACTED] (@ [REDACTED])

Term: Fall 2023 Current term

Standing: Good Standing, as of Fall 2023

[REDACTED]

Curriculum and Courses

Prior Education and Testing

Degree Evaluation

Academic Transcript

Registration

Student Schedule

Registration and Planning

View Grades

Personal Information Update

Financial Aid

Account Balance

Bio Information

Email: [REDACTED]

Phone: [REDACTED]

Gender: [REDACTED]

Date of Birth: [REDACTED]

Ethnicity: [REDACTED]

Race: [REDACTED]

Citizen: [REDACTED]

Citizenship: [REDACTED]

Emergency Contact: [REDACTED]

Emergency Phone: [REDACTED]

General Information ⓘ

Level: [REDACTED]

Class: [REDACTED]

Status: [REDACTED]

Student Type: [REDACTED]

Residency: [REDACTED]

Campus: [REDACTED]

Matriculated Term: [REDACTED]

Last Term Attended: [REDACTED]

Leave of Absence: [REDACTED]

Graduation Information

Graduation Applications: [REDACTED]

Awarded Degree: [REDACTED]

Term: [REDACTED]

Date: [REDACTED]

Awarded Degree: [REDACTED]

Term: [REDACTED]

Date: [REDACTED]

Advisors

Advisors are not assigned for the selected term.

Not Hispanic or Latino

White

Not Provided

Not Provided

Undergraduate

Sophomore

Active

Continuing

In-State

Norwalk

Not Provided

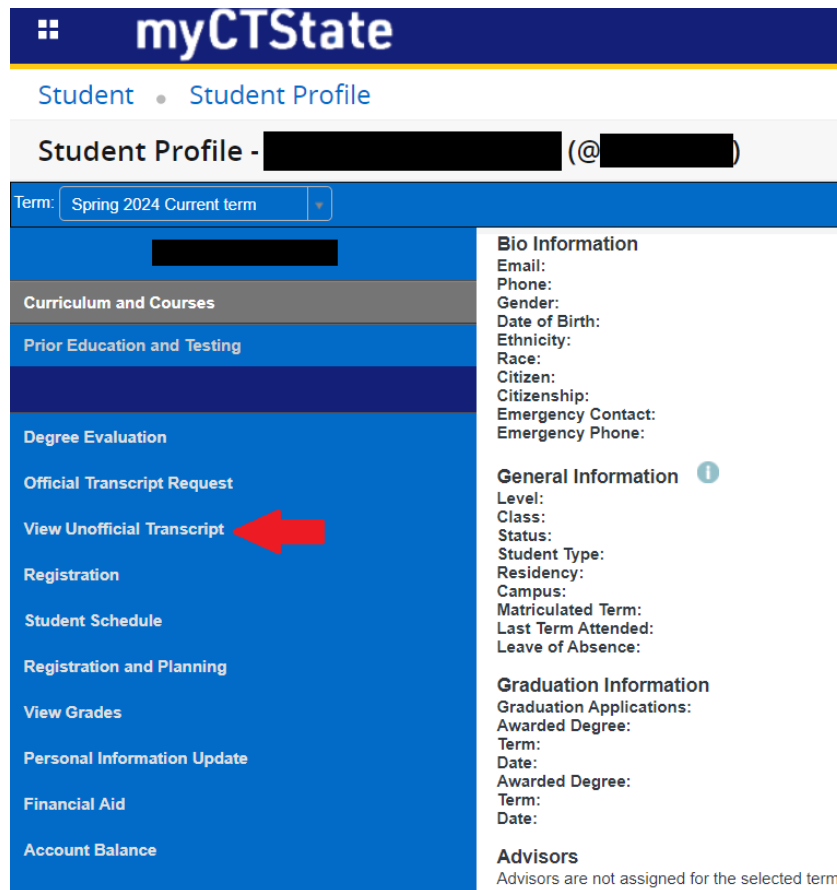
Spring 2022

Not Provided

Please note it has XXXX0000@mail.ct.edu format. Use this Email Address as your College Email in the application.

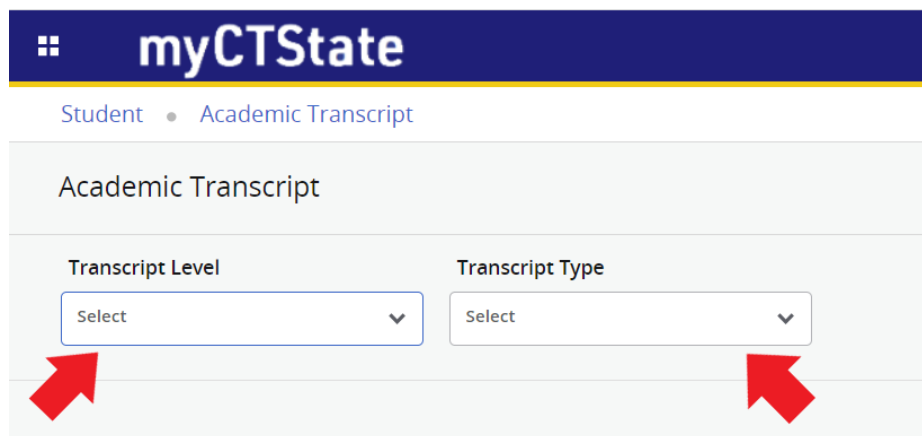
How to view and save an unofficial transcript:

1. To view and save your unofficial transcript, you need to log in to **my.ctstate.edu** with your Banner ID (01234567@student.commnet.edu) and password and follow the 2-3 steps described above.
2. On the left-hand side panel click on **‘View Unofficial Transcript’**. It will prompt you to open a new window.



The screenshot shows the myCTState Student Profile page. The header is dark blue with the myCTState logo. Below the header, there are navigation links for 'Student' and 'Student Profile'. The main content area is divided into a left sidebar and a right main section. The sidebar contains a list of menu items: 'Curriculum and Courses', 'Prior Education and Testing', 'Degree Evaluation', 'Official Transcript Request', 'View Unofficial Transcript' (highlighted with a red arrow), 'Registration', 'Student Schedule', 'Registration and Planning', 'View Grades', 'Personal Information Update', 'Financial Aid', and 'Account Balance'. The right main section contains 'Bio Information' (Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizen, Citizenship, Emergency Contact, Emergency Phone), 'General Information' (Level, Class, Status, Student Type, Residency, Campus, Matriculated Term, Last Term Attended, Leave of Absence), 'Graduation Information' (Graduation Applications, Awarded Degree, Term, Date), and 'Advisors' (Advisors are not assigned for the selected term).

3. Select 'Transcript Level' and 'Transcript Type'



The screenshot shows the myCTState Academic Transcript page. The header is dark blue with the myCTState logo. Below the header, there are navigation links for 'Student' and 'Academic Transcript'. The main content area is titled 'Academic Transcript'. Below the title, there are two dropdown menus: 'Transcript Level' and 'Transcript Type'. Both dropdown menus have a 'Select' option and a downward arrow. Red arrows point to the 'Select' options in both dropdown menus.

4. To save your transcript, click **Ctrl + P** on your keyboard and save it as a PDF locally for use in the 'Files Upload' section of the application.

STEP 10. The **Academic Information** section asks for academic-related information including 1 short essay question and 1 additional (optional) box for any special consideration.

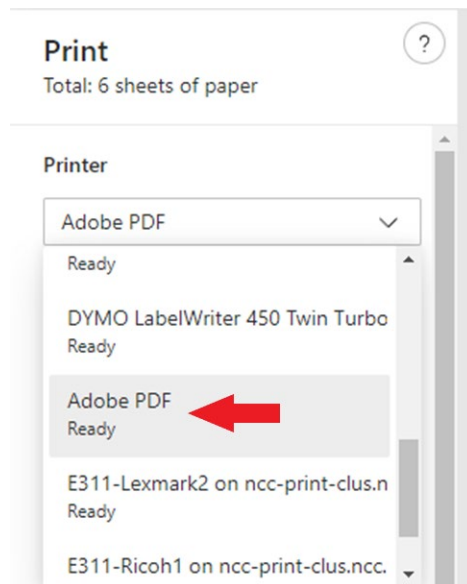
NOTE: You must write a minimum of 150 words; no exceptions! Answers with less than 150 words will be considered incomplete and your application will be declined.

STEP 11. The **File Uploads** section requires that the following documents are uploaded before you submit your application:

- A copy of your CT State Norwalk unofficial transcript.
- A copy/screenshot of your current Financial Aid Award Package from my.ctstate.edu.
- A copy of your registration SCHEDULE/BILL for the semester.
- Signed [Income Verification Form](#).

How to upload your unofficial transcript:

1. Follow the steps listed in Step 8 '**How to view and save an unofficial transcript:**'. If you saved your file already, go to point #5.
2. To save your transcript, click **Ctrl + P** on your keyboard.
3. A new window should open, giving you a few options to print. Under '**Printer**' tab, select '**Adobe PDF**' or '**Save to PDF**' or any equivalent depending on your equipment, system installed, and browser you are using and then hit '**Print.**'



4. Save your file on your Desktop or in a folder where you will be able to find it. Use your last name and first last name as the File name (e.g., Smith, Julia Transcript).
5. Go back to your application and click '**Select File.**' Browse for your saved transcript and click '**Open.**'

6. File Uploads

Upload Files Here

Upload your full CT State Norwalk unofficial transcript here. Do not upload:

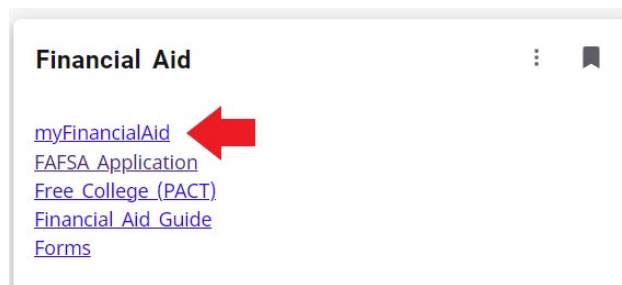
- High School Transcripts
- Other Colleges Transcripts
- Incomplete Transcripts



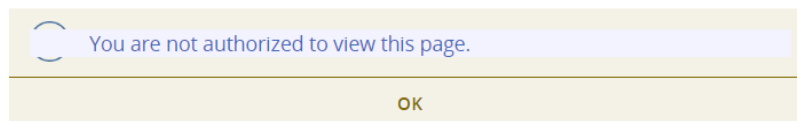
How to upload a screenshot of your CT State Norwalk financial aid breakdown for the requested year.

NOTE: This process is required even if Financial Aid award information is empty or not yet available.

1. Log in to **my.ctstate.edu** and look for **'Financial Aid'** tab and click on it.



2. Please select the **appropriate** year as requested (from the top of the list) to see if there is any financial aid available for you. **Do NOT** submit Award History from previous years.
3. You should see your Award Package for 202X-202X Award Year. Take a screenshot (Print Screen) of it, save it to your desktop or in a folder where you will be able to find it.
 - Use your last name and first last name as the File name (e.g., Smith, Julia Award Package).
 - If you see a message like the one below, it means that you were not awarded for the upcoming academic year. Take a screenshot of that message and upload it. This will be accepted.



4. In the application **'Files Upload'** section, click **'Select File.'** Browse for your saved Award Package and click **'Open.'**



How to upload your registration SCHEDULE/BILL.

You need to register for your classes at the Records Office and then submit a scanned copy of your registration Schedule/Bill. Here is an example. Make sure you contact the Business Office about due dates and refund policy to make payments arrangements as needed.

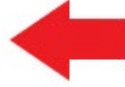
1. In the application 'Files Upload' section, click 'Select File.'
2. Browse for your saved version of your registration SCHEDULE/BILL and click 'Open.'

CT STATE COMMUNITY COLLEGE 61 Woodland Street, Hartford CT 06105 https://www.ctstate.edu/bursar-business-offices											
STUDENT ID: @00000000 Student's Full Name Student's Home Address				STATEMENT DATE 07/11/2023		TERM Fall/Spring 202X		DUE DATE 11-JUL-2023		AMOUNT DUE 00.00	
Account Summary:											
CURRENT TERM CHARGES						CURRENT TERM PAYMENTS					
Student Activities 00.00											
Transportation 00.00											
Total Charges: 00.00						Total Credits/Anticipate Credits: 0.00					
PREVIOUS BALANCE 0.00			CURRENT TERM BALANCE 00.00			AMOUNT DUE 00.00			FUTURE BALANCE 0.00		
Course Schedule:											
CRN	SUBJ	CRSE	CAMP	COURSE TITLE	CREDIT	DAYS	START/STOP	BUILD	ROOM		
10881	ESOL	1202	NK	Integrated Skill	6.00	MWR	1100-0155pm	NK-EAS	E207		
10881	ESOL	1202	NK	Integrated Skill		M	0900-1040am	NK-EAS	E208		
10881	ESOL	1202	NK	Integrated Skill		TBA	TBA	OL-ASY	ONLIN		
10399	ESOL	1302	NK	Integrated Skill	6.00	MWR	1100-0155pm	NK-EAS	E207		
10399	ESOL	1302	NK	Integrated Skill		M	0900-1040am	NK-EAS	E208		
10399	ESOL	1302	NK	Integrated Skill		TBA	TBA	OL-ASY	ONLIN		
<p>"Previous Balance" is due now. Pay "Current Term Balance" by XXXXX. Registration after XXXXX requires payment IN FULL or Payment Plan enrollment.</p> <p>1. Courses dropped from XX/XX through XX/XX are 100% refundable.</p> <p>2. Courses dropped from XX/XX (calendar day 8) through XX/XX (census) will be refunded as follows - 90% of Tuition and 100% of Fees.</p> <p>3. Courses dropped after XX/XX are considered a Course Withdrawal & will be noted as "W" on transcript. NO tuition & fees refunded.</p> <p>4. Nonparticipation will be refunded 90% of Tuition & 100% of Fees.</p> <p>5. Abbreviated term & refund dates can be viewed @ctstate.edu.</p> <p>For more information contact your home campus bursar-business-office.</p> <p>*Tuition and Fees are subject to change/revision without notice*</p>											
CT State Community College Bursar's Office 61 Woodland Street Hartford, CT 06105						<p>* Pay Online (Credit Card or ACH) Or Enroll Payment Plan at https://my.ctstate.edu</p> <p>* Pay by cash in person at your home campus</p> <p>* Mail check to your home campus</p> <p>Student Name: XXXXXXXX XXXXXXXX</p> <p>Student ID: @00000000</p> <p>AMOUNT DUE: 00.00</p>					

How to upload an Income Verification Form:

You need to download an Income Verification Form from NCC Foundation website (https://ncc-foundation.org/wp-content/uploads/2023/02/Income-Verification-form-_02-24-23.pdf), sign it and upload it.

Upload Income Verification Form here. *



Maximum File Size: 20MB , Accepted file types: .pdf, .jpg, .bmp, .jpeg

STEP 12. Uploading files is the last part of the application. Once all files are uploaded, and all sections have been completed, the application is ready to be submitted. Make sure you read the ‘**Application Acknowledgements**’ section. This provides important information about scholarship awarding and distribution rules you need to follow.

NOTE:

- Incomplete applications will be declined automatically.
- Applications with wrong uploads will be considered **INCOMPLETE and will be DECLINED**.
 - Please check that you have selected the latest Financial Aid year.
 - Please be sure to properly save and upload a copy of your unofficial transcript.
 - Please check your emails frequently for notifications from us. Make sure you give the correct email address so we can reach you when needed. You can lose your scholarship if you miss any of our emails.

Review your application again, and again, and double check each of your responses were filled out correctly and you uploaded all of the required documents to the right places.

Check one more time!

When you have triple checked your application, click **SUBMIT**.

The NCC Foundation will contact you once all applications are reviewed and request you to submit a Post-Acceptance agreement and a Thank You note to the donors. These are required in order to receive a scholarship! Once the post-acceptance has been submitted, the Business Office will receive a request to apply your award to your student account.