

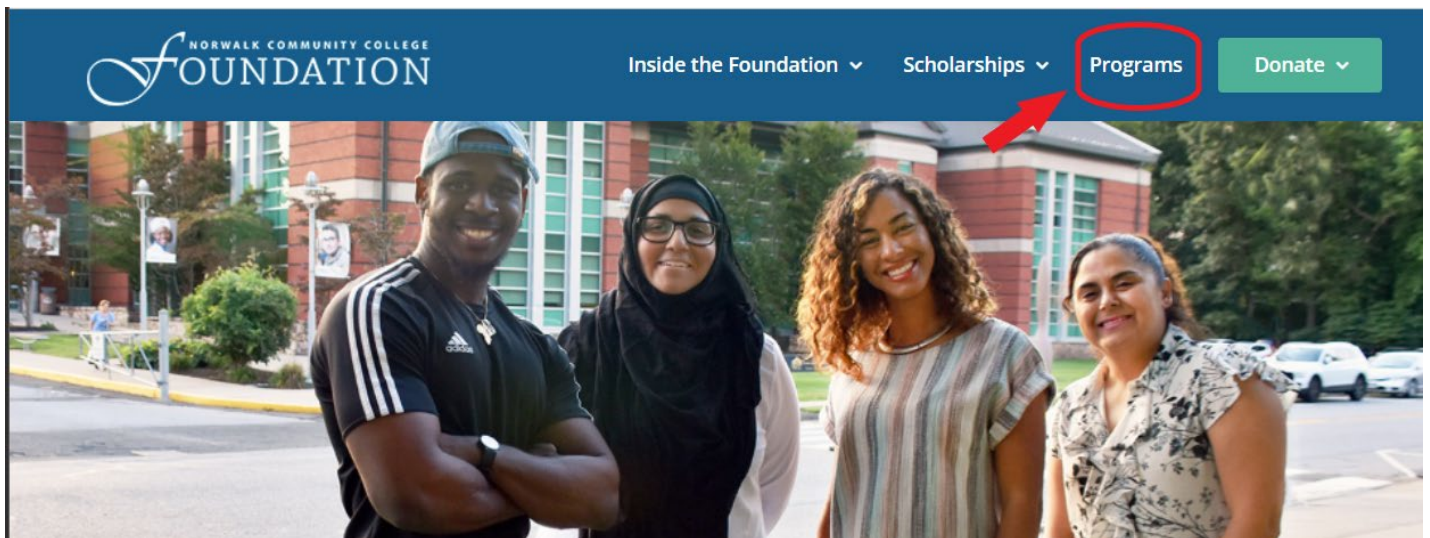
# INSTRUCTIONS TO APPLY FOR AN NCC FOUNDATION SCHOLARSHIP

## Path2Success Coaching Program

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 a Path2Success Coaching Program.

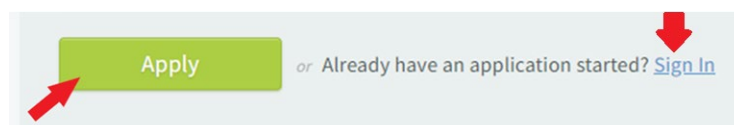
**STEP 1.** On the NCC Foundation website ([www.ncc-foundation.org](http://www.ncc-foundation.org)):

- Navigate to **'Programs'** on the right-hand side of the page to find the **'Path2Success'** section if you want to apply for a coaching program.



**STEP 2.** Read all the requirements carefully under **'Path2Success'** to determine if you are eligible for this program. 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.'**



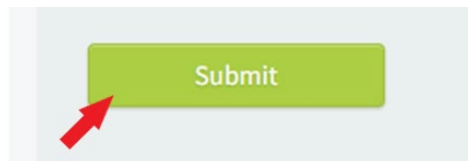
**STEP 4.** Fill out the **'Pre-Qualify Questionnaire'** to determine your eligibility and then hit **'Submit.'**

## Spring 2022 Path2Success Coaching Program

DEADLINE: December 2022 at 11:59 PM EST (Midnight)

### 2022-2023 Path2Success Coaching Program

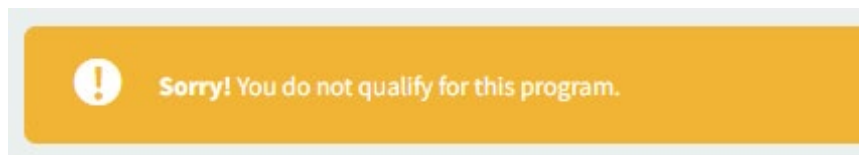
To apply, please answer the following questions (must answer 'Yes' to ALL below to be eligible). If ANY answer is 'No', you are not eligible for this program.



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](mailto:XXXX0000@mail.ct.edu).
  - OR you can use a personal email address instead (recommended).

**Do not use your Banner ID (00000000@student.comnet.edu) in the 'Email Address' field!!!**


→ Create New Account Sign In ←

**Sign into your Account**

✉ Email Address

🔒 Password SHOW

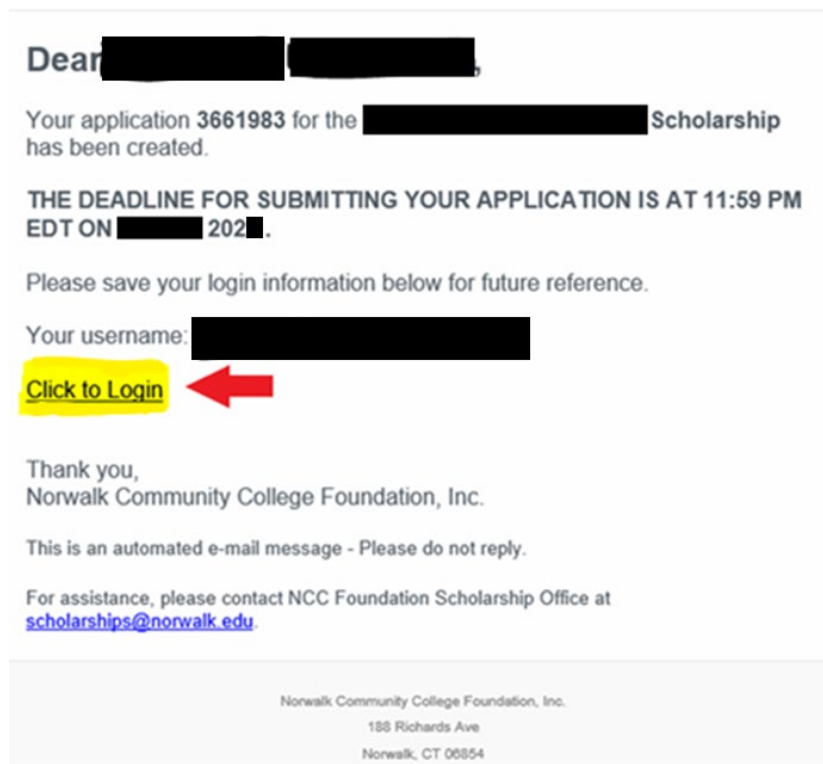
Sign In

 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 3-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.

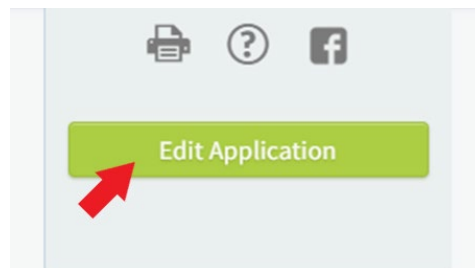
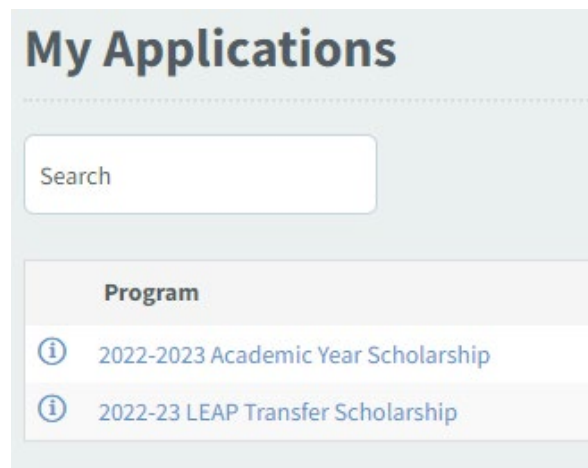
**NOTE:** If you have not received a confirmation email, check your ‘Junk/Spam’ folder for all emails from [‘Norwalk Community College Foundation, Inc.’] Application Created/Submitted, NCC Foundation Scholarship Office <automated.email@smarterselect.com>’



**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.
- 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.

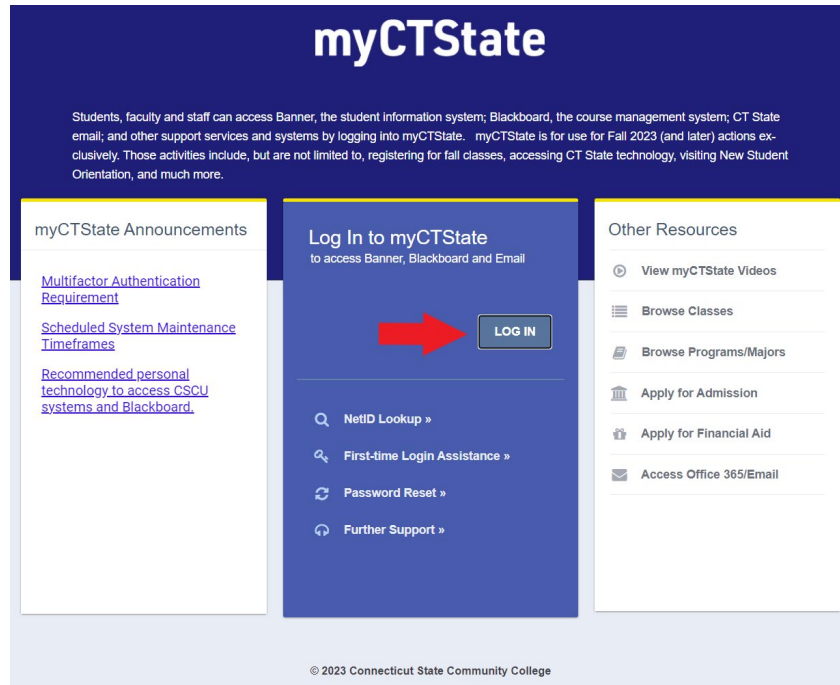


**STEP 8.** The **Required Information Checklist** section describes what information you need to gather to be able to fill out the scholarship application correctly. Please read this part very carefully! Incomplete applications will be DECLINED!

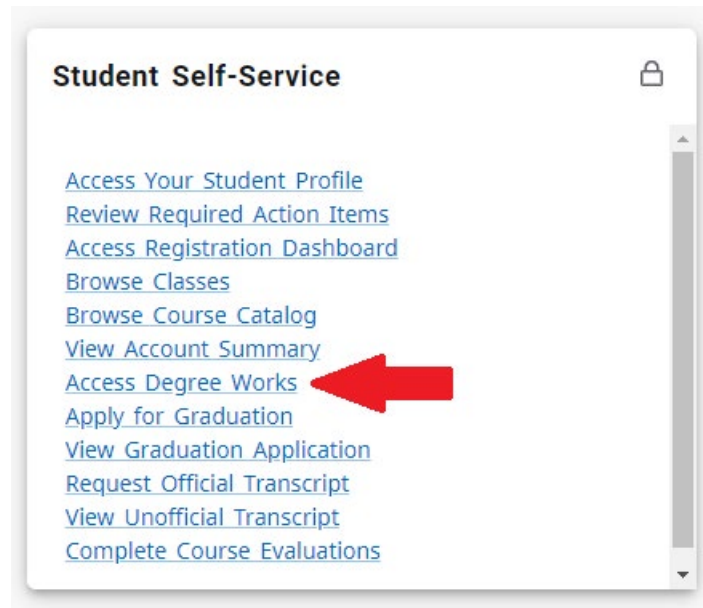
**STEP 9.** The **Student Information** section asks for your school information including your College Email, your major, overall GPA, number of credits completed so far and credits in progress (currently taken but not finished yet). All the information can be found on **my.ctstate.edu** portal. A copy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

## How to view and save a Degree Works sheet:

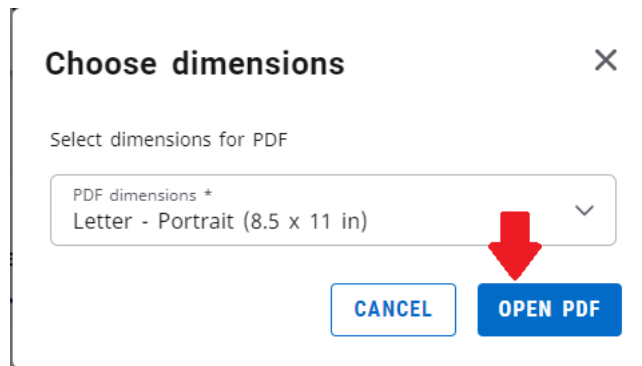
1. To view and save your Degree Works sheet, you need to log in to **my.ctstate.edu** with your Banner ID (01234567@student.commnet.edu) and password.



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



3. A new window should open, showing you a 'Program Audit' page. Click on the printer icon on the right-hand side. Select your format under 'PDF dimensions' and click 'OPEN PDF' box.



4. When a new window opens, click on the arrow pointing down on the right-hand side of the screen. Save your file on your Desktop or in the folder where you will be able to find it. Use your last name and first last name as a File name (e.g., Smith, Julia Degree Works).

**NOTE: Degree Works is NOW to be used for this 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 several documents to be submitted. Review each option below to ensure a complete application is submitted:

section requires that the following documents be uploaded before you submit your application:

- A copy of your Degree Works sheet.
- International students must submit a SIGNED copy of their I-20.
- A screenshot of your current Financial Aid Award Package from [my.ctstate.edu](http://my.ctstate.edu).
- The current Student Aid Report (SAR) from FAFSA - US citizens, Permanent Residents, and eligible nonresidents only.

**OR**

- Signed [Income Verification Form](#) – international students, DACA, undocumented, TPS and others.

**How to upload your Degree Works sheet:**

1. Follow the steps listed in Step 9 '**How to view and save a Degree Works sheet:**' if you haven't saved it yet.
2. 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

 Select File



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

### How to upload an I-20.

If you are an international student, you need to submit your I-20 form as well. Make sure it is signed!

1. In the application ‘**Files Upload**’ section, click ‘**Select File.**’
2. Browse for your saved version of your I-20 and click ‘**Open.**’

 Select File

International students ONLY - UPLOAD a copy of your I-20 form.



Maximum File Size: 20MB

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

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

1. Log on to [my.ctstate.edu](http://my.ctstate.edu) and look for ‘**Financial Aid**’ card and click on it.

### Financial Aid



[myFinancialAid](#)

[FAFSA Application](#)

[Free College \(PACT\)](#)

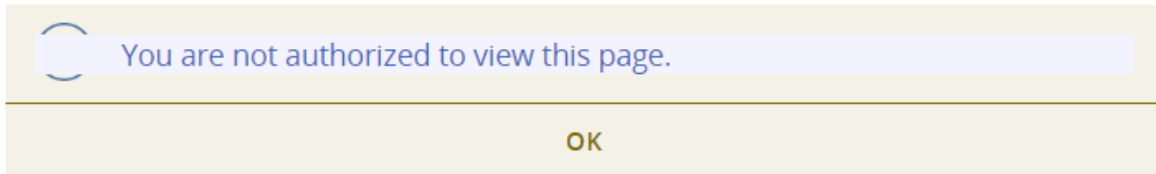
[Financial Aid Guide](#)

[Forms](#)



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 on your Desktop or in the folder where you will be able to find it.
  - Use your last name and first last name as a 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 year. Take a screenshot of that message and upload it. This will be accepted.



4. Go back to your application and click **'Select File.'** Browse for your saved Award Package and click **'Open.'**



### **How to upload a copy of your Student Aid Report from FAFSA.**

NOTE: Only 1 file needs to be submitted! Please see below.

1. If you are a US citizen, permanent resident or eligible nonresident, you must submit your FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) through the Financial Aid Office at CT State College.
2. Download your SAR for the requested year and 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 SAR).
3. Go back to your application and click **'Select File.'** Browse for your saved transcript and click **'Open.'**

Upload your 2021-2022 Student Aid Report (SAR) from your FAFSA - US citizens, Permanent Residents, and eligible nonresidents only.

If you are not eligible for FAFSA, then please upload [Income Verification Form](#) here. \*



**OR**



1. If you are an international student, DACA, undocumented student, TPS or a student with any other status not eligible for federal financial aid, you must submit signed Income Verification Form.
2. Go to our website <https://ncc-foundation.org/current-ncc-students/> and look for the Income Verification Form.
4. Download the form, fill it out, sign, and save your file 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 IVF).
5. Go back to your application and click **‘Select File.’** Browse for your saved transcript and click **‘Open.’**

Upload your 2021-2022 Student Aid Report (SAR) from your FAFSA - US citizens, Permanent Residents, and eligible nonresidents only.

If you are not eligible for FAFSA, then please upload [Income Verification Form](#) here. \*



**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 ALL other requested documents.
  - 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. This part is required in order to receive a scholarship! Once the post-acceptance is submitted, the Business Office will receive a request to apply your award to your student account.**