

2022-2023AY Community Scholarship Application Step-by-Step Guide

1. Go to: www.ksbe.edu/college

- Scroll down to ‘Pauahi Foundation’ (see Figure 1)
- Click: ‘Learn More’
- Click: ‘Start Application’ (link will be available on 11/8/21)

2. Register your profile

- Click: ‘New User – Register Here!’
- Access Agreement: Read & type the word “YES” & click: ‘Continue’
- Register:
 - Use an email address that you check regularly
 - Select a security question & enter the answer. This will be used in case you forget your password
- Check: A user profile verification email from scholarships@pauahi.org will be sent to your email address (check your Inbox, Spam or Junk folder)

3. Verify your profile

- Within the user profile verification email, click: ‘Click Here’
- Log in: Enter your username (email address) & the password you created

Apply for college scholarships and internships

KS college scholarships

Multiple scholarships available in one application, including the Na Ho’okama a Pauahi and Ho’okawowo scholarships. KS college scholarships are available to **undergraduate and graduate students** who demonstrate financial need and are committed to contributing to the lāhui.

- Application opens: Oct. 1, 2021
- Application deadline: Jan. 14, 2022

[LEARN MORE](#)

Pauahi Foundation

Pauahi Foundation offers a variety of scholarships by private donors for **undergraduate and graduate students**.

- Application opens: Nov. 8, 2021
- Application deadline: Dec. 23, 2021

[LEARN MORE](#)

Figure 1

Be sure to visit & bookmark [our website](#) for more information to help you prepare!

[General program eligibility](#) & [Required Documents](#)

[Community Scholarships Listing](#)

[Frequently Asked Questions](#) about personal statements, letter of recommendation, student aid report and more!

Never miss important updates from Pauahi Foundation! Add ‘scholarships@pauahi.org’ to your contact list.



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NOTE: There is a system time-out after 20 minutes of inactivity. Be sure to click [SAVE APPLICATION](#) at the bottom of each section.

Visit [our website's FAQ section](#) for more information

Applicant Dashboard – Step 1: Online Application & Agreement

The screenshot shows the Applicant Dashboard with a navigation bar at the top containing 'Pauahi Foundation Scholarships' and a 'LOG OUT' button. The main heading is 'Applicant Dashboard'. Below this is an 'IMPORTANT' notice regarding application procedures and a deadline for December 23, 2021. A 'Helpful Tips' section provides instructions on saving applications and uploading documents. At the bottom, there are two task cards: 'STEP 1: APPLICATION & AGREEMENT' (marked 'INCOMPLETE') with a 'CONTINUE' button, and 'STEP 2: LETTERS OF RECOMMENDATION' (marked 'TASK') with a 'VIEW' button. A red arrow points to the 'CONTINUE' button.

Section 1: Personal Information

The screenshot shows the 'Personal Information' form. It includes a navigation bar with 'RETURN TO DASHBOARD' and a progress indicator showing '1 PERSONAL' selected. The form fields are: First Name*, Middle Name, Last Name* (with Hawaiian characters), Suffix, Birthdate* (MM/DD/YYYY), Gender*, Maiden Name, and a question 'How did you hear about Pauahi Foundation's scholarship program?'. A blue bar at the bottom is labeled 'Address Info'. A note at the bottom states: 'Residency is based on where you or your parent/legal guardian filed the 2020 federal income tax return.'

Helpful tips:

- All fields with a (*) required.

Pauahi Foundation will call or email you important information regarding your application. Be sure to include contact information that you regularly check.

Add 'scholarships @pauahi.org' to your contact list.



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Section 2: Academic Information

Academic Information

An asterisk (*) indicates a required field.

High School

School Type* School Name*

Grad Year* School City* School State*

College / University

Post-High degree plan for the 2021-2022 School Year

Intended School Level* Field of Study* Intended Enrollment*

Degree Level* Specific Program/Major/Degree*

Have you earned a previous college/university degree or certificate? Yes

Enter institution name, name of degree/certificate earned and month & year it was received. Then click 'SAVE'. If you have not previously earned a degree, choose 'No' in the question above.

Institution Name	Degree/Certificate Earned	Month Received	Year Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the school you plan to attend for the 2021-2022 School Year

Please review our general program eligibility and list of accrediting agencies for more information.

Enter or select your desired institution name, city & state below. Then click 'SAVE'. You must enter at least 1 but no more than 3 top-choice institutions.

Institution Name	City	State
<input type="text"/>	<input type="text" value="School City"/>	<input type="text"/>

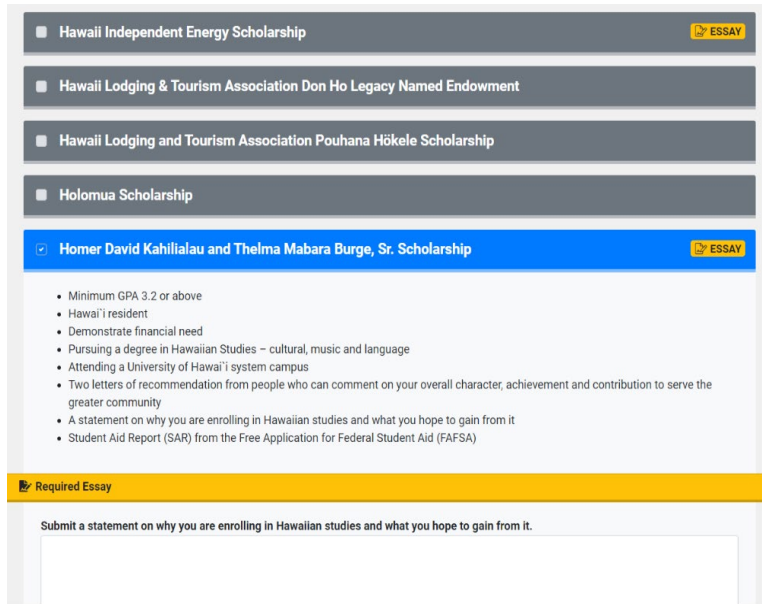
PREVIOUS SAVE APPLICATION CONTINUE

Helpful tips:

- If “Other” is selected, make sure to provide information in the text field
- Select the school you plan to attend for the 2022-2023 academic year
 - Enter at least 1 school name (example: your first-choice school)
 - You do not have to be accepted by the school yet

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Section 3: Community Scholarships selection



Hawaii Independent Energy Scholarship ESSAY
 Hawaii Lodging & Tourism Association Don Ho Legacy Named Endowment
 Hawaii Lodging and Tourism Association Pouhana Hōkele Scholarship
 Holomua Scholarship
 Homer David Kahilialau and Thelma Mabara Burge, Sr. Scholarship ESSAY

- Minimum GPA 3.2 or above
- Hawai'i resident
- Demonstrate financial need
- Pursuing a degree in Hawaiian Studies – cultural, music and language
- Attending a University of Hawai'i system campus
- Two letters of recommendation from people who can comment on your overall character, achievement and contribution to serve the greater community
- A statement on why you are enrolling in Hawaiian studies and what you hope to gain from it
- Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA)

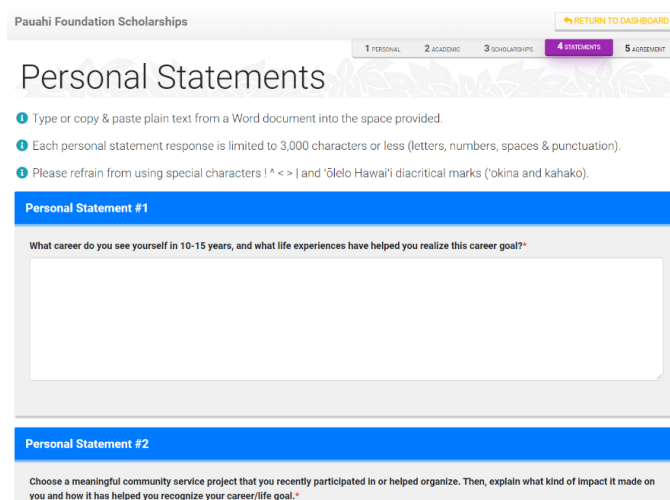
Required Essay

Submit a statement on why you are enrolling in Hawaiian studies and what you hope to gain from it.

Helpful tips:

- Click the scholarship name to review criteria
 - Place a ✓ in the box to the left of the scholarship name to select
 - Click **ESSAY** and copy/paste from a Word document
- (Essay prompts can be found on the [Community Scholarships Listing](#))
- All essays have a 3,000-character limit (letters, numbers, spaces & punctuations)
 - Copy/paste from a Word document
 - Avoid using:
 - Your name or nickname
 - Special characters like < > ^ #
 - 'okina and kahakō

Section 4: Personal Statements



Pauahi Foundation Scholarships RETURN TO DASHBOARD

1 PERSONAL 2 ACADEMIC 3 SCHOLARSHIPS 4 STATEMENTS 5 AGREEMENT

Personal Statements

- Type or copy & paste plain text from a Word document into the space provided.
- Each personal statement response is limited to 3,000 characters or less (letters, numbers, spaces & punctuation).
- Please refrain from using special characters ! ^ < > | and 'ōlelo Hawai'i diacritical marks ('okina and kahako).

Personal Statement #1

What career do you see yourself in 10-15 years, and what life experiences have helped you realize this career goal?*

Personal Statement #2

Choose a meaningful community service project that you recently participated in or helped organize. Then, explain what kind of impact it made on you and how it has helped you recognize your career/life goal.*

Helpful tips:

[Personal Essay Prompts](#) are posted on our website.

- All personal statements have a 3,000-character limit (letters, numbers, spaces & punctuations)
- Copy/paste from a Word document
- Avoid using:
 - Your name or nickname
 - Special characters like < > ^ #
 - 'okina and kahakō

Personal Statement #4 – please follow the appropriate list format:

HS Seniors: Academic Year – Role, Club/Organization

All Others: Start Date – Organization, Hours, Supervisor Name



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Section 5: Electronic Agreement

Pauahi Foundation Scholarships [RETURN TO DASHBOARD](#)

1 PERSONAL 2 ACADEMIC 3 COMMUNITY SCHOLARSHIPS 4 STATEMENTS 5 AGREEMENT

Application Electronic Agreement Certification

I acknowledge and agree to the terms of this Electronic Agreement or Contract and so indicate by typing my name below as my electronic signature, executed and adopted by me with the intent to sign this document - in other words, typing my name will be an electronic signature indicating I acknowledge and agree to the terms of this Electronic Agreement or Contract just as a handwritten signature would on a traditional paper Agreement or Contract.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS ELECTRONIC AGREEMENT OR CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.

I with this Contract by affixing my electronic signature in the following text field:

(Enter Your Name in the box below as it was entered on this application form)

[PREVIOUS](#) [SUBMIT APPLICATION](#)

Helpful tips:

- Choose 'agree'
- Type your First & Last Name as it appears on this application
- Click [SUBMIT APPLICATION](#) **before December 23, 2021 at 4:15pm**

An application confirmation will be displayed & emailed to you. Print or save for your record.

Use the KAPF ID # listed on the confirmation page when contacting Pauahi Foundation (scholarships@pauahi.org).

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Applicant Dashboard – Step 2: Letters of Recommendation

Pauahi Foundation Scholarships LOG OUT

Applicant Dashboard

IMPORTANT – Before proceeding, please read all Pauahi Foundation posted materials and instructions on our [website](#). The posted instructions on our website sets forth all stated processes you must follow and deadline dates that you must comply with in order to consider your application for any scholarship noted in our [scholarships listing](#). Failure to follow the processes and comply with all deadlines will result in your not being considered for any scholarship. Pauahi Foundation has the right to make decisions in its sole discretion, and its decisions with regards to the selection and awarding of scholarship funds is final.

Deadline to submit your application and all required documents is December 23, 2021 at 4:15pm (HST).

Helpful Tips

- There is a system time-out after 20 minutes of inactivity. We recommend that you click 'SAVE' at the bottom of each section until you are ready to 'SUBMIT'
- You will be able to upload your school transcript & Student Aid Report (SAR) after you click the 'Submit' button, which is found in the last section of this application
- Visit our [website's FAQ section](#) for information on personal essay questions (Online Application), required documents (School Transcript, SAR), and letters of recommendation (LOR). A copy of our scholarships listing is also available on our website.
- We recommend using the latest versions of **Google Chrome** or **Firefox** to access our online application portal. Mac users who use SAFARI browser may experience technical issues since it may not be compatible with our system. Avoid using a mobile device such as a tablet or smartphone.

INCOMPLETE


STEP 1: APPLICATION & AGREEMENT

→
CONTINUE

TASK

STEP 2: LETTERS OF RECOMMENDATION

→
VIEW



Letters of Recommendation Management

If required by your selected scholarship fund (see: scholarship listing on [our website](#)), please request your letter of recommendation (LOR) by completing the form below, then click the button marked 'Request LOR'. All required information marked with a red asterisk (*).

Your LOR writer will receive an email (naming you as the requestor) which will include instructions on how to submit their LOR online. We do not accept their LORs via email or hard copies via US Postal Service.

Helpful Tips:

- You may request up to 5 LORs maximum, ensure that you enter their name and email correctly
- You may cancel a request or re-send a request at any time
- We recommend notifying your LOR writer about your request: LOR writer may need to check their email spam or junk folders if they do not receive your request in their inbox
- Allow enough time for your LOR writer to complete your request

Request LOR

A representative of Pauahi Foundation may contact your LOR writer for verification purposes.

* Writer's First Name*	* Writer's Last Name*	* Letter Type*

Please ensure accuracy of the Writer's email below

* Writer's Email Address*
* Re-type Writer's Email Address*

REQUEST LOR
CLEAR

Helpful tips:

- You may request LORs as you complete your online application – you do not need to complete Step 1: Online Application & Agreement first
- Make sure to have the writer's information:
 - First & Last Name
 - Email address
- Let the writer know ahead of time to expect an email Pauahi Foundation – they may need to check their spam/junk folders
- Check the status of your LORs at the bottom of the LOR Management page

All LORs must be submitted by the writer via our online submission form by **December 23, 2021 at 4:15pm**. LOR via mail or email and late submissions will not be accepted.

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Applicant Dashboard – Step 3: Required Documents

Pauahi Foundation Scholarships LOG OUT

Applicant Dashboard

IMPORTANT – Before proceeding, please read all Pauahi Foundation posted materials and instructions on our [website](#). The posted instructions on our website sets forth all stated processes you must follow and deadline dates that you must comply with in order to consider your application for any scholarship noted in our [scholarships listing](#). Failure to follow the processes and comply with all deadlines will result in your not being considered for any scholarship. Pauahi Foundation has the right to make decisions in its sole discretion, and its decisions with regards to the selection and awarding of scholarship funds is final.

Deadline to submit your application and all required and supplemental documents is December 23, 2021 at 4:15pm (HST).

Helpful Tips

- There is a system time-out after 20 minutes of inactivity. We recommend that you click 'SAVE APPLICATION' at the bottom of each section until you are ready to 'SUBMIT'
- You will be able to upload your school transcript & Student Aid Report (SAR) after you click the 'Submit' button, which is found in the last section of this application
- Visit our [website's FAQ section](#) for information on personal essay questions (Online Application), required documents (School Transcript, SAR), and letters of recommendation (LOR). A copy of our scholarships listing is also available on our website.
- We recommend using the latest versions of **Google Chrome** or **Firefox** on a desktop or laptop computer to access our online application portal. Mac users who use SAFARI browser may experience technical issues since it may not be compatible with our system.

COMPLETE	📁	STEP 1: APPLICATION & AGREEMENT	VIEW
TASK	📁	STEP 2: LETTERS OF RECOMMENDATION	VIEW
TASK	📁	STEP 3: REQUIRED DOCUMENTS	VIEW

Pauahi Foundation Scholarships RETURN TO DASHBOARD

Documents

Upload required or supplemental documents such as your school transcript (with complete grade information) or 2021-2022 Student Aid Report (SAR) below.

Accepted file types: PDF, JPG/JPEG. Max file size: 5MB

Helpful Tip:
What is a school transcript? What grade information must be included on my school transcript? What other methods of delivery is acceptable? What is a SAR?
Visit our [website's FAQ section](#) for more information.

Please allow approx. 3-5 business days for review and processing before returning to this online application portal to check the status of your submission. If your document has been marked 'Declined' or is still 'Pending' see comment and upload the correct file before the program deadline.

All required and supplemental documents must be received by Pauahi Foundation no later than our program deadline, January 29, 2021, 4:15pm (HST).

Status Types:

- Pending – Submit this document to PF. Under 'Document Upload,' choose your file, then click 'Upload'
- Submitted – Document is under review by PF. Check back later for status update.
- Declined – Document has been declined by PF. See comment and upload correct file.
- Received – Document has been reviewed & received by PF. No further action needed.
- Upload Not Available – Please mail to: Pauahi Foundation Scholarships, 567 S. King St., Honolulu, HI 96813.

Required Documents			
Document Name	Status	Comments	Document Upload
Transcript	Pending		Choose file <input type="text"/> Browse UPLOAD
SAR	Pending		Choose file <input type="text"/> Browse UPLOAD

Helpful tips:

- This step will appear after you complete/submit Step 1: Online Application & Agreement
- Upload your school transcript and/or SAR before **December 23, 2021 at 4:15 pm HST**
 - PDF or JPG
 - 5MB max
- School transcript must show final grade & GPA info through Spring 2021**
 - HS seniors: Freshman, Sophomore & Junior years
- If a SAR is required, you must submit ALL pages of your **2022-2023 SAR** – NOT the “Print Summary”
- If an Art Portfolio is required, mail to Pauahi Foundation before the program deadline
- Return to this page in 3-5 business days to check the status of your document

We're here to kōkua!

Email: scholarships@pauahi.org or call KS Resource Center: **(808) 534-8080**