



2023-2024AY Community Scholarship Application Step-by-Step Guide

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

- Scroll down to 'Pauahi Foundation' (see Fig. 1)
- Click: 'Learn More'
- Click: 'Start Application' (link will be available on 10/3/2022)

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

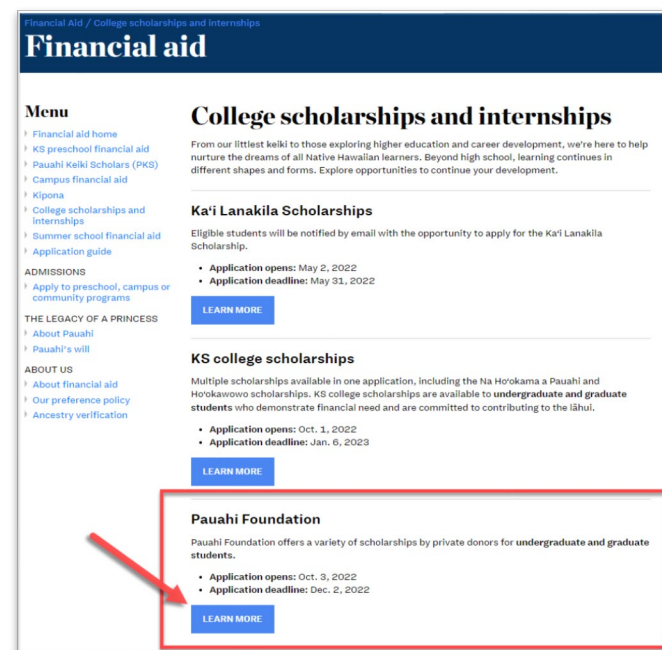


Figure 1

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' for the Pauahi Foundation Scholarships. At the top right is a 'LOG OUT' button. The main heading is 'Applicant Dashboard'. Below it is an 'IMPORTANT' notice about reading the website instructions and the scholarship listing. A red deadline notice states: 'Deadline to submit your application and all required, supplemental or additional documents is December 2, 2022 at 4:15pm (HST). Late submissions will not be accepted.' A yellow 'PLEASE READ:' box contains instructions about browser use, system time-out, FAQ section, and document upload. At the bottom, there are three steps listed in red boxes: 'STEP 1: APPLICATION & AGREEMENT' (with an 'INCOMPLETE' status and a 'CONTINUE' button circled in blue), 'STEP 2: LETTERS OF RECOMMENDATION' (with an 'INCOMPLETE' status and a 'VIEW' button), and 'STEP 3: REQUIRED DOCUMENTS' (with an 'INCOMPLETE' status and a note that documents can be uploaded after Step 1).





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Section 1: Personal Information

Pauahi Foundation Scholarships [RETURN TO DASHBOARD](#)

1 PERSONAL 2 ACADEMIC 3 COMMUNITY SCHOLARSHIPS 4 STATEMENTS 5 AGREEMENT

Personal Information

All information noted with a red asterisk (*) are required. You do not need to use Hawaiian diacritical marks ('okina, kahakō).

First Name*	Middle Name	Last Name* - -	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate*	Gender*	Maiden Name	
<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	<input type="text"/>	<input type="text"/>	

How did you hear about Pauahi Foundation's scholarship program?*

Address Info

Residency is based on where you or your parent/legal guardian filed the 2020 federal income tax return.

Helpful tips:

- Complete our online application using the latest version of Google Chrome or Firefox. Do not use a mobile device.
- All fields marked with an asterisk (*) is required.
- Be sure to include accurate information about yourself. Wrong information may disqualify you for selected scholarship funds!



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Section 2: Academic Information

Helpful tips:

- If you select “Other,” make sure to provide information in the text field
- Select the school you plan to attend for the 2023-2024 academic year
 - Enter at least 1 school name (example: your first-choice school), but no more than 3 top-choice schools
 - You do not have to be accepted by the school at the time of your Pauahi Foundation application submission

Make sure the school you wish to attend is accredited by any of the seven agencies recognized by Pauahi Foundation. See:
<https://bit.ly/3pZN3Zw>

Pauahi Foundation Scholarships [RETURN TO DASHBOARD](#)

1 PERSONAL 2 **ACADEMIC** 3 COMMUNITY SCHOLARSHIPS 4 STATEMENTS 5 AGREEMENT

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 2023-2024 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?

Select the school you plan to attend for the 2023-2024 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

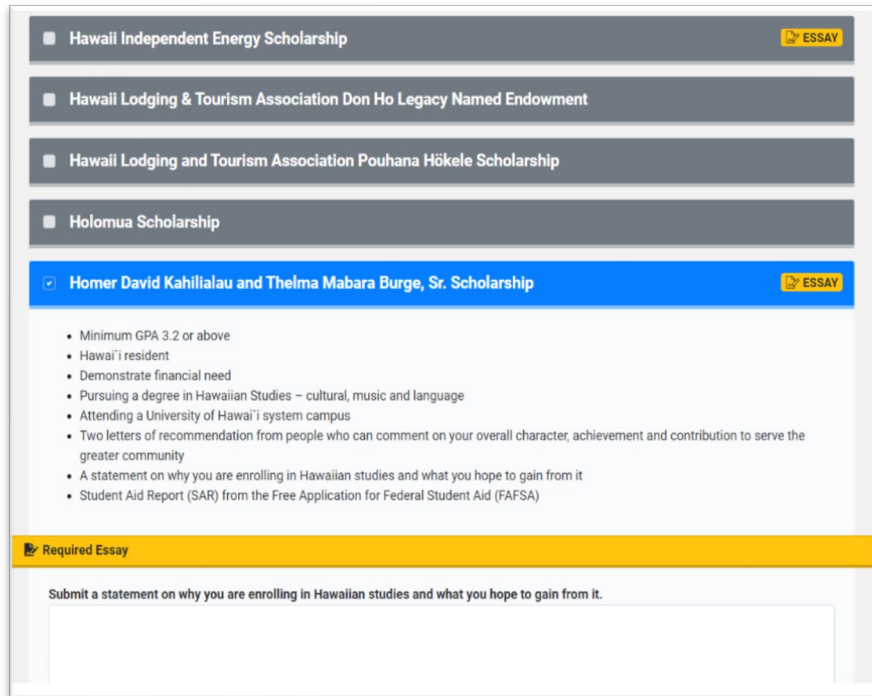


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Section 3: Community Scholarships selection

Helpful tips:

- Review our Community Scholarships Listing beforehand for:
 - What types of funds are available that match you/r needs
 - Individual fund criteria
 - Additional supplemental documents required for certain funds
 - Additional essay prompts
- When you're ready to make your selections:
 - Place a ✓ in the box to the left of the scholarship name to select
 - If required, click  and copy/paste from a Word document
 - All essays have a 3,000-character limit (letters, numbers, spaces & punctuations)
 - Save time: Write your essay ahead of time, then copy & paste into the application
 - Avoid using:
 - Your name or nickname
 - Special characters like < > ^ #
 - 'okina and kahakō




The screenshot displays a web interface for selecting community scholarships. At the top, there is a list of four scholarships, each with a checkbox and an 'ESSAY' button. The first three are unselected, while the fourth, 'Homer David Kahilialau and Thelma Mabara Burge, Sr. Scholarship', is selected. Below the list, the requirements for the selected scholarship are shown, including GPA, residency, financial need, and essay prompts. A yellow bar labeled 'Required Essay' is at the bottom, followed by a text box for submitting a statement.

☐ Hawaii Independent Energy Scholarship 

☐ Hawaii Lodging & Tourism Association Don Ho Legacy Named Endowment

☐ Hawaii Lodging and Tourism Association Pouhana Hökele Scholarship

☐ Holomua Scholarship

☒ Homer David Kahilialau and Thelma Mabara Burge, Sr. Scholarship 

- 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.



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Section 4: Personal Statements

Helpful tips:

Personal Statement Prompt: What is your career goal? Why have you chosen this career path and how do you intend to achieve this goal?

Personal Statement (List): Provide a list of all on- and off-campus extra-curricular activities, sports, community service.

Current high school senior example:

(Format: Academic Year – role, name of activity;)

Freshman – president, Math Club; volunteer, Hawaiian Humane Society

All others (non-high school student) example:

(Format: Month Year – name of activity/org, total hours, supervisor name;)

Nov 2010 – IHS fundraising committee, 20 hours, Mr. John Doe

- Response to all personal statement prompts have a 3,000-character limit. This includes letter, numbers, spaces and punctuation
- Save time! Write your personal statement ahead of time, then copy & paste into the application
- Within your personal statement, avoid using: your name, nickname, special characters like < > ^ # and 'okina and kahakō

The screenshot shows the 'Pauahi Foundation Scholarships' application interface. At the top, there's a navigation bar with tabs for 1 PERSONAL, 2 ACADEMIC, 3 COMMUNITY SCHOLARSHIPS, 4 STATEMENTS (which is highlighted), and 5 AGREEMENT. Below the navigation bar, the title 'Personal Statements' is displayed. Three instructions are listed: 1. Type or copy & paste plain text from a Word document into the space provided. 2. Each personal statement response is limited to 3,000 characters or less (letters, numbers, spaces & punctuation). 3. Please refrain from using special characters ! ^ < > | and 'olelo Hawai'i diacritical marks ('okina and kahakō). Below the instructions, there are two sections for personal statements. 'Personal Statement #1' has a prompt: 'What is your career goal? Why have you chosen this career path and how do you intend to achieve this goal?'. Below this is a large text area for the response. 'Personal Statement #2' has instructions for 'Current High School Students' and 'All Others'. The 'Current High School Students' instruction asks for a list of on- and off-campus extra-curricular activities and roles, with an example: 'Ex. Freshman - president, Math Club; volunteer, Hawaiian Humane Society; quarterback, JV football'. The 'All Others' instruction asks for a list of community/volunteer service from the last five years, including start date, organization, number of hours, and supervisor name, with an example: 'Ex. 2/2019 - IHS fundraising committee, 20 hours, Mr. John Doe.' Below these instructions is another large text area for the response.



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Section 5: Electronic Agreement

Helpful Tips:

- Before you complete the agreement certification, go back through your application and make sure all information you provide is correct
Wrong information may disqualify you for some of your selected funds
- Type your first and last name as it appears in the Personal Information section
- Click the green 'Submit' button before December 2, 2022 at 4:15pm (HST)
- An application confirmation will be displayed and emailed to you. Print or save for your records.
- Use your KAPF ID # that is assigned to you when contacting Pauahi Foundation (scholarships@pauahi.org)

Application Electronic Agreement Certification

ATTENTION! Before submitting your application, please go back and review your responses to ensure that you have provided accurate information. Be sure to also check that your Personal Statements & Essays are complete. Inaccurate or incomplete information may disqualify you for select scholarship funds.

[CLICK HERE TO RETURN BACK TO STEP 1 FOR REVIEW](#)

Type 'YES' in the box below to acknowledge that you have reviewed your application.

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

[Choose One]

 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



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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, supplemental or additional documents is December 2, 2022 at 4:15pm (HST). Late submissions will not be accepted.

PLEASE READ:

- We recommend using the latest versions of Google Chrome or Firefox on a desktop or laptop computer to access our online application portal. Do not use a mobile device.
- There is a system time-out after 20 minutes of inactivity, please click 'SAVE APPLICATION' at the bottom of each section until you are ready to continue and 'SUBMIT'.
- Visit [our website's FAQ](#) section for more information [school transcript](#), [letters of recommendation](#), [Student Aid Report](#) and more. Don't forget to download or review our [scholarships listing](#)!
- You will be able to upload documents *after* you click the 'Submit' button, which is found in the last section of the application (Step 1).

✓ COMPLETE	STEP 1: APPLICATION & AGREEMENT	VIEW
– INCOMPLETE	STEP 2: LETTERS OF RECOMMENDATION	→ VIEW
🕒 PENDING	STEP 3: REQUIRED DOCUMENTS	→ VIEW





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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 for our email
- 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 2, 2022 at 4:15pm**. LOR via mail or email and late submissions will not be accepted.

A screenshot of the 'Letters of Recommendation Management' web form. The form has a light gray background with a blue header bar that says 'Request LOR'. Below the header, there is a section titled 'Helpful Tips:' with a yellow background, containing four bullet points. The main form area has a light gray background and contains several input fields: 'Writer's First Name*', 'Writer's Last Name*', and 'Letter Type*' (a dropdown menu). Below these is a section titled 'Please ensure accuracy of the Writer's email below:' with two input fields: 'Writer's Email Address*' and 'Re-type Writer's Email Address*'. At the bottom right of the form are two buttons: 'REQUEST LOR' (blue) and 'CLEAR' (gray).



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Applicant Dashboard – Step 3: Required Documents

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Pauahi Foundation Scholarships LOG OUT

Applicant Dashboard

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✓ COMPLETE	STEP 1: APPLICATION & AGREEMENT	VIEW
🔄 PENDING	STEP 2: LETTERS OF RECOMMENDATION	VIEW
🔄 PENDING	STEP 3: REQUIRED DOCUMENTS	VIEW



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Helpful tips:

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Documents

Upload required and supplemental documents such as your school transcript or 2023-2024 SAR below before our program deadline: **December 2, 2022 at 4:15pm (HST)**.

Need help? Email scholarships@pauahi.org or visit our [website's FAQ section](#) for more info.

Allow approx. 3 business days for processing before returning to this online application portal to check the status of your submitted documents. If your document has been marked 'Pending,' 'Declined,' or 'Additional' see comment or check your primary email for more information, then upload the file before the program deadline.

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

Status:

- Pending – Submit this document to KAPF. Under 'Document Upload,' choose your file, then click 'Upload.'
- Submitted – Document is under review by KAPF. Check back later for status update.
- Declined – Document has been declined by KAPF. See comment and upload correct file.
- Additional – Additional document(s) required. Check your primary email for info and submit to KAPF.
- Received – Document has been reviewed & received by KAPF. Mahalo! No further action needed.
- Upload Not Available – Visit our [website for more info](#). Art portfolio must be received by KAPF before program deadline.

Required Documents

Document Name	Status	Comments	Document Upload
Transcript	Pending		<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="UPLOAD"/>
SAR	Pending		<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="UPLOAD"/>
UBS Art Portfolio	Upload not available for this document.		

We're here to kōkua!

Email: scholarships@pauahi.org

Call KS Resource Center: (808) 534-8080

Address: Pauahi Foundation Scholarships
567 S. King St., Honolulu, HI 96813

- This step will appear after you complete/submit Step 1: Online Application & Agreement
- Upload your school transcript and/or SAR before **December 2, 2021 at 4:15 pm HST**
 - PDF or JPG, 5MB max
 -
- **School transcript must show final grade & GPA info through Spring 2022**
 - HS seniors: Freshman, Sophomore & Junior years
 - All others: GED or all completed college terms
- If a SAR is required, you must submit ALL pages of your **2023-2024** SAR
 - Make sure all sections on each page of the SAR is expanded/visible
 - Do not send the FAFSA confirmation email
 - Do not send the Print Summary
- If an Art Portfolio is required, you can do any one of the following:
 - Drop-off at a KSRC location in Hawaii
 - Mail to Pauahi Foundation (must be received by our office by 12/2/22)
 - Email URL of your online portfolio to scholarships@pauahi.org

Do not include your name on/within your online portfolio. You must replace your name with your KAPF ID Number.