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'
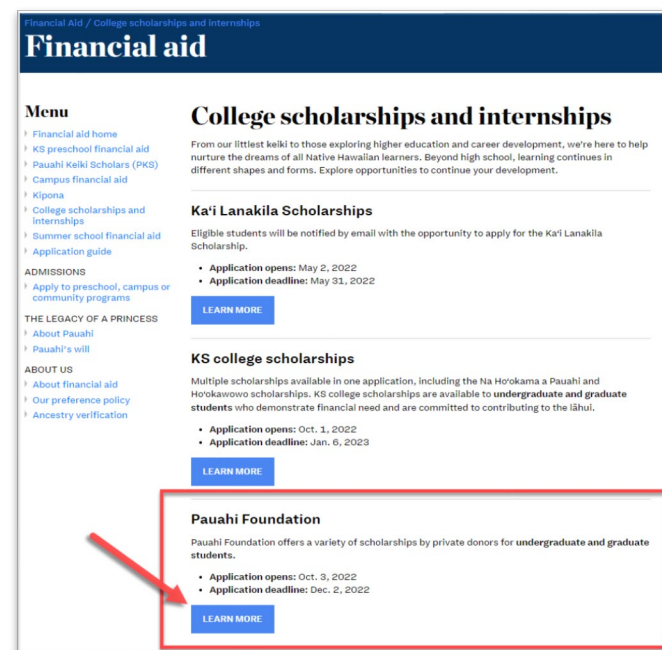   - Log in: Enter your username (email address) & the password you created

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

Pauahi Foundation

2023-2024AY Community Scholarship Application Step-by-Step Guide
Section 1: Personal Information

<u>Helpful tips:</u>

- 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

<u>Helpful tips:</u>

- 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**
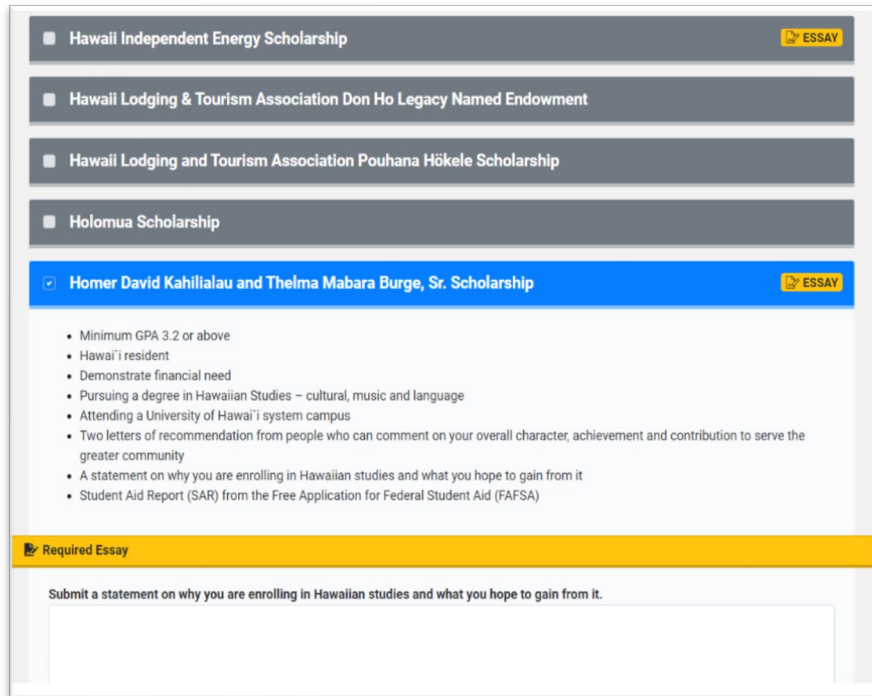
2023-2024AY Community Scholarship Application Step-by-Step Guide
Section 3: Community Scholarships selection

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   📝 ESSAY   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

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Section 4: Personal Statements

<u>Helpful tips:</u>

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 ʻokina and kahakō

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Section 5: Electronic Agreement

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

Helpful Tips:

- Before your 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)

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Applicant Dashboard – Step 2: Letters of Recommendation

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<u>Helpful tips:</u>

- 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.

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Applicant Dashboard – Step 3: Required Documents

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

<u>Helpful tips:</u>

- 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.

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