

## How to: Complete a Foundation Scholarship Application Checklist



CREATE  
ACCOUNT

- Create a scholarship account at [www.valencia.org/scholarships](http://www.valencia.org/scholarships)
- Only Atlas email addresses are valid on applications (i.e. [catlas1@mail.valenciacollege.edu](mailto:catlas1@mail.valenciacollege.edu))



APPLY  
ONLINE

- You may log in using your Valencia ID number (VID) as your username.
- Click on “Applicant Home” to access the available scholarship applications.
- Answer all the questions on the application. Remember the Valencia Foundation Scholarship application offers a number of scholarships. Certain questions are asked to match you to a particular scholarship.
- Don’t forget to answer the personal statement questions.



REVIEW  
SUBMIT

- Review your application to ensure that you answered all the questions.
- Proof read your personal statements for grammar and spelling errors.
- Letters of recommendation are optional and not required.
- Submit your application. **Note:** Once an application has been submitted, it cannot be changed. Incomplete applications will not be considered.



GIVE  
THANKS

- Check your Atlas account regularly.
- If selected, you will receive an email in your Atlas account. You must submit a Thank You letter within 15 days.
- Failure to submit a Thank You letter will result in cancelation of the scholarship award.

### Questions?

Please contact Elvin Cruz-Vargas, Scholarship Coordinator at 407-582-3154 and Susan Ambridge, Financial Aid/Scholarship Specialist at 407-582-1168 or by email at [foundation\\_finaid@valenciacollege.edu](mailto:foundation_finaid@valenciacollege.edu)