

Bremen Dollars for Scholars: Completing the Student Profile

Application Deadline: April, 15th, 2021

Apply online at: Bremen.dollarsforscholars.org

Step 1: Register

- Go to Bremen.dollarsforscholars.org and click on the “Students & Parents” tab. Download the instructions for applying. Click on the red “Click to Login” button.
- Next, click on the “Don’t have an account yet? Create one here.” Link.
- Search for your high school and then click “Choose This School.”
- Fill in all of the Basic Information fields with the required information, read the terms and conditions and check the box to agree.
- When you are finished, click “Submit.”
- After submitting this information, an email will be generated that contains your login information. If you do not see this email in your inbox within a few minutes, please check your junk/spam folders. If you did not receive this email, please click on the grey “Support” button on the bottom left of the login page to request your login information.

Step 2: Fill out the Application

- Log in on <https://public.dollarsforscholars.org/> using your email and the temporary password you were sent. This will allow you to fill in the information needed to apply for Bremen Dollars for Scholars scholarships.
- Once logged in, click on the “Work on Profile” button to get started.
- You will be taken to the first section of your profile. You must complete all the double starred (**) items in order to submit the form and you must complete all of the single starred (*) items to move your progress towards 100%. All other items are helpful in matching to scholarships, but are optional.

- Notice the progress bars under My Information. The color next to each section of the profile indicates the level of completeness of that section.
- Be complete and accurate. This will lead to more scholarship opportunities.

Directions for Specific Sections:

- **Activities:** List all of the activities (both through the community and your high school) that you have participated in since the 9th grade. List each activity separately.
- **Documents:** This is where you will upload any documents you would like us to review.
 - i. To upload a document, go to Documents and click the “Add Another Document” button in the upper right corner. Name the document, select a Document Type, and click “Upload File” to search your computer for the document you wish to upload. When finished, click “Save and add another” or “Save” to save the document to your profile.
- **Parent/Guardian Info:** If you are under 18, you must have parental consent to apply for scholarships. Enter the contact information for your parent/guardian and then click the “Request Consent from Parent/Guardian” button - this will send an email to your parent asking them to grant you permission to continue with the scholarship process. This email will contain login information for their Parent account. When they log in to the parent account, they will be prompted to grant consent.

If your parent does not see this email in their inbox within a few minutes, please have them check their junk/spam folders. If they did not receive the email, please have them click on the grey “Support” button to request their login information.

- **Financial Info:** Bremen Dollars for Scholars does require the completion of financial information in order to be eligible for need based scholarships.

If using EFC: Please enter your FAFSA EFC on the Financial Info page and check whether your Student Aid Report said you were Pell eligible. This information is found in the Student Aid Report (SAR) you received after completing the Free Application for Federal Student Aid (FAFSA).

If using SPC: Please enter your parent’s contact information so that they can complete more detailed financial information. Your parent will be sent an email

containing login information for their parent account to enter financial information. (If your parent does not receive this email with login information, please have your parent click on the grey “Support” button on the Login page to request this information.)

- **Essays:** Please keep your essay responses brief and to the point.
- **Transcripts & References:** You are not required to have a Transcript uploaded. When you click on the “Add School Official Information” button, a box will appear for you to add the following information:
 - School Official First Name: **Teresa (A-L) or Tricia (M-Z)**
 - School Official Last Name: **King or Witmer**
 - School Official E-mail Address: tking@bps.k12.in.us or twitmer@bps.k12.in.us
 - School Official Phone Number: **(574)546-3511**

Primary Reference: Please follow the same process outlined above to enter the contact information for your Primary Reference.

- When your profile is complete, click on the “My Scholarships” page to start your scholarship search.
- Answer all custom eligibility questions, if any, that appear on the following page. These questions are used to help verify your eligibility for scholarships.

Step 3: Submit your Applications

- On the My Scholarships page, click the “Verify Eligibility for All Scholarships” button to search for scholarships you are eligible to apply for. All scholarships you are eligible for will appear in the box below the button.
- Some scholarships require additional information from you before you will be able to submit. This will be indicated by an active **Questions** or **References** button. Click on the active buttons, complete the information and the “Apply” button will activate. If the **Questions** and **References** buttons are not active on a matched scholarship, no additional information is required.
- You **MUST** click the “Apply” button next to each scholarship you are matched to in order to be eligible to receive that scholarship.
- Be sure to check the “My Scholarships” and “My Opportunities” sections often as scholarships open and close all the time.

Questions & Help

- If at any time you have questions about the application or scholarships available, please review the Frequently asked questions below or contact >Trevor Mikel at mikeltrevor@gmail.com
- If you need technical assistance with the application, please contact Scholarship America's technical support by clicking on the grey "Support" button.

Frequently Asked Questions

Q. My profile is at 100%, does that mean I'm done?

A. Not necessarily! After filling out your profile, you need to search for scholarships and then click Apply to formally be considered. You haven't actually submitted your application for a particular scholarship until you hit the Apply button. Go into the My Scholarships section of your profile to see the list of scholarships you have met the requirements for and click Apply to all of them you want to be considered for.

Q. How do I submit my application?

A. Go into the My Scholarships section of your profile, you will see a list of all the scholarships you have met the requirements for and will see the associated Apply buttons. If you do not see any scholarships listed here, you are not currently meeting the eligibility requirements of any open scholarships. Be sure to check through your profile to confirm the information is correct and reach out to your local chapter to confirm their eligibility requirements.

Q. How can I change my answers to an eligibility question?

A. Click the Support button on the bottom left of the screen to submit a help ticket to us and specify which question you answered incorrectly and we can reset it for you.