



Frequently Asked Questions and Tips – 2018 Applications



1. When is the deadline?
 1. Deadline : **Tuesday, January 16, 11:59 pm EST**
2. Recommenders:
 1. **Student:** My recommender hasn't received an invitation code.
 1. **Answer:** Once you have indicated the name, email address and reference type, your recommender will receive an email from scholarships@uncf.org, subj: "you have been invited as a reference...", with an invitation code, their reference type and instructions for submission.
 2. If the reference has not received the above email, try inviting again.
 3. Please note, some school email systems block our messages or enter spam. Try an alternative email address if you continue experiencing difficulties.
 3. **Student:** I continue to receive notifications that a reference is needed after I submitted two names already.
 1. **Answer:** If your recommender has not submitted their respective letters, you will continue to receive this notification.
 2. **Answer 2:** If you have duplicate invites of the same recommender, you and your recommender will continue to receive the notification.
4. **Student:** My application is still incomplete.
 1. **Answer:** please check to make sure you have one required letter of recommendation complete.
 2. **Answer 2:** Please check for application errors on the summary tab of your application.

How do I invite a reference?

- ✓ Upon logging onto the application and visiting your landing page, each application is prompted to invite a reference with an alert message.

Alternatively, upon logging on, please visit, "Student Landing Page,"

The screenshot shows the UNCF Student Landing Page. At the top left is the UNCF logo with the tagline "A mind is a terrible thing to waste". The user is logged in as Carita Marrow. A navigation menu includes "My Landing Pages", "Welcome Carita", "Log Off", and "Help". A dropdown menu is open, showing options: "Administrator Landing Page", "Reader Landing Page", "Reference Landing Page", "Student Landing Page", and "My User Profile". The main content area is titled "STUDENT LANDING PAGE" and contains a "MESSAGE CENTER" with two messages from March 14, 2016, and March 10, 2016. Below the messages is a "YOUR SCHOLARSHIP APPLICATIONS" table:

PROGRAM NAME	YEAR	APPLICATION STATUS	REFERENCE STATUS	DEADLINE	
UNCF STEM Scholars Program	2016	Non-Select	Incomplete	2/2/2016 12:00 AM EST	Details

A red arrow points from a text box to the "Details" link in the table.

Please scroll to, "Your Scholars Applications," and click **Details**

The screenshot shows the "SCHOLARSHIP APPLICATION STATUS" page for Carita Marrow. The page displays student information, scholarship program details, and a table of reference forms. An "Invite Reference" modal is open, showing fields for "Reference E-Mail Address", "Reference Name", and "Form Type". The "Form Type" dropdown is open, showing options: "(Select a Form)", "(Select a Form)", "High School (STEM) Science, Technology, Engineer and Math Teacher", and "(STEM) Science, Technology, Engineering and Math Program Sponsor or Mentor". A red arrow points from a text box to the "Invite a Reference" button at the bottom of the page.

Click here to invite

Please remember to invite one reference per category:

1. High School STEM Teacher
2. STEM Program Sponsor or mentor

Application Tips !

- ✓ Submit at least two days prior to the deadline!
- ✓ Have a second set of eyes to review your application in addition to the short answer question such as a Guidance Counselor, parent or mentor.
- ✓ The short answer questions are an opportunity for you to share your story and passion with the review committee.
- ✓ Take the time to outline your short answer questions, clearly articulate your thoughts, and ask yourself when it is complete, “Did I clearly answer the question to the best of my ability?”
- ✓ Ensure that your Recommender will write a powerful recommendation on your behalf.