BROOME COMMUNITY COLLEGE
FOUNDATION, INC.

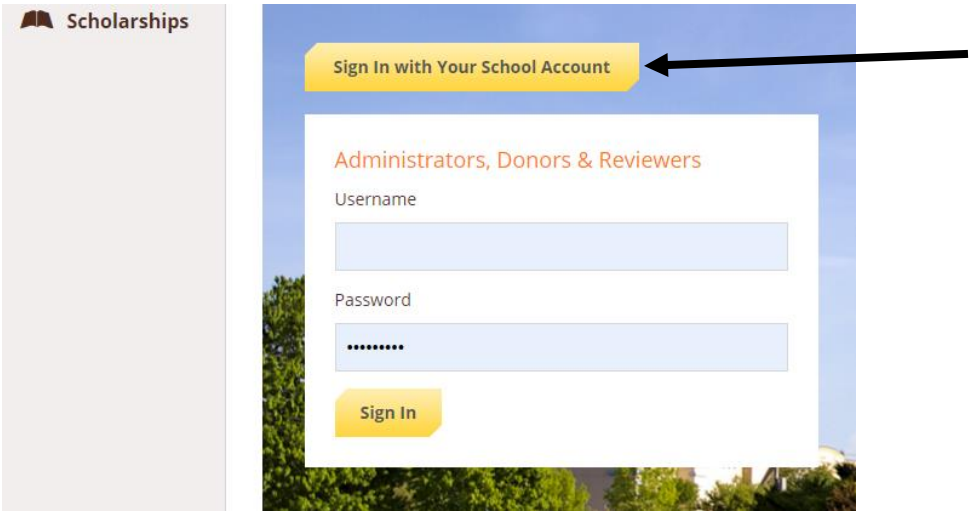
Building a brighter future through your support!

How to apply for scholarships online

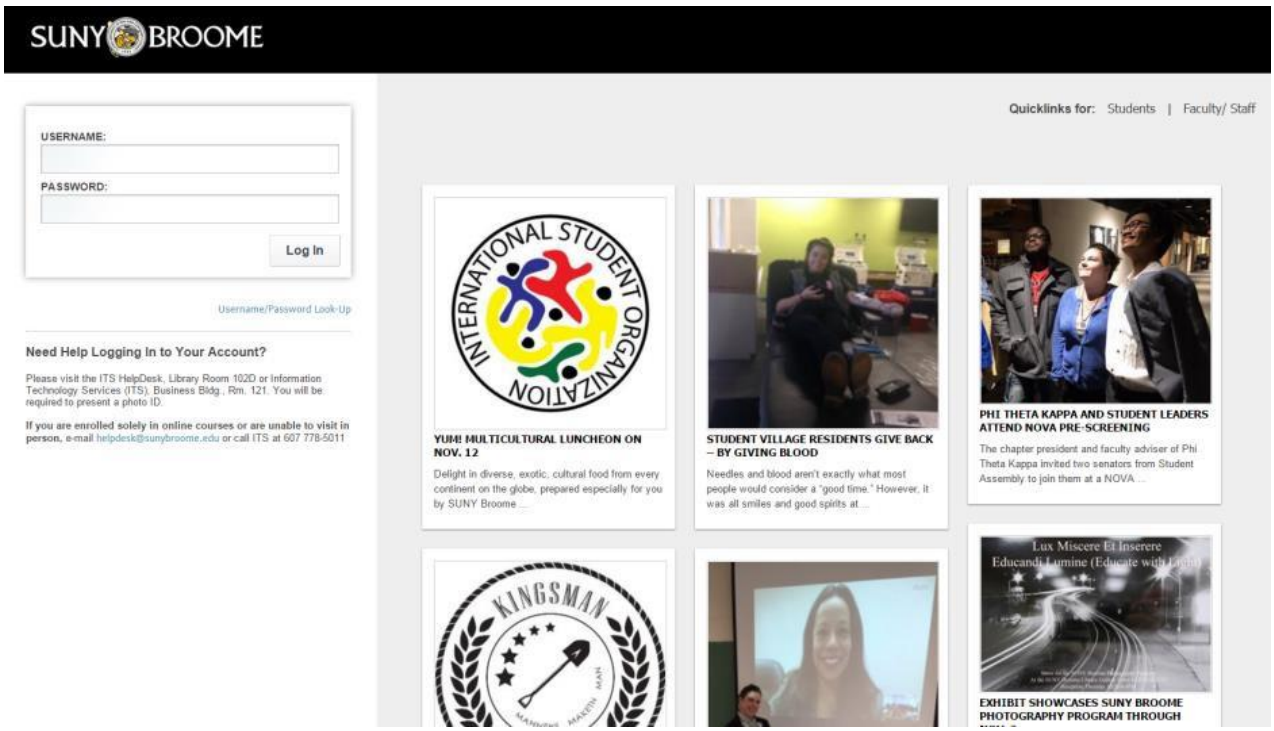
FOR ALL STUDENTS:

To begin go to **sunybroome.awardspring.com**.

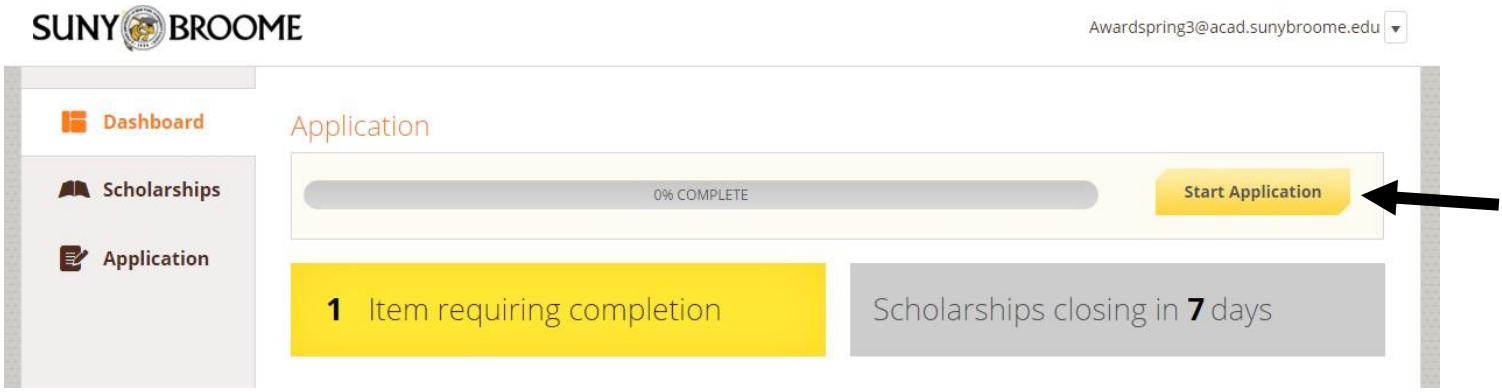
Click on the yellow box that says, “Sign In With Your School Account”



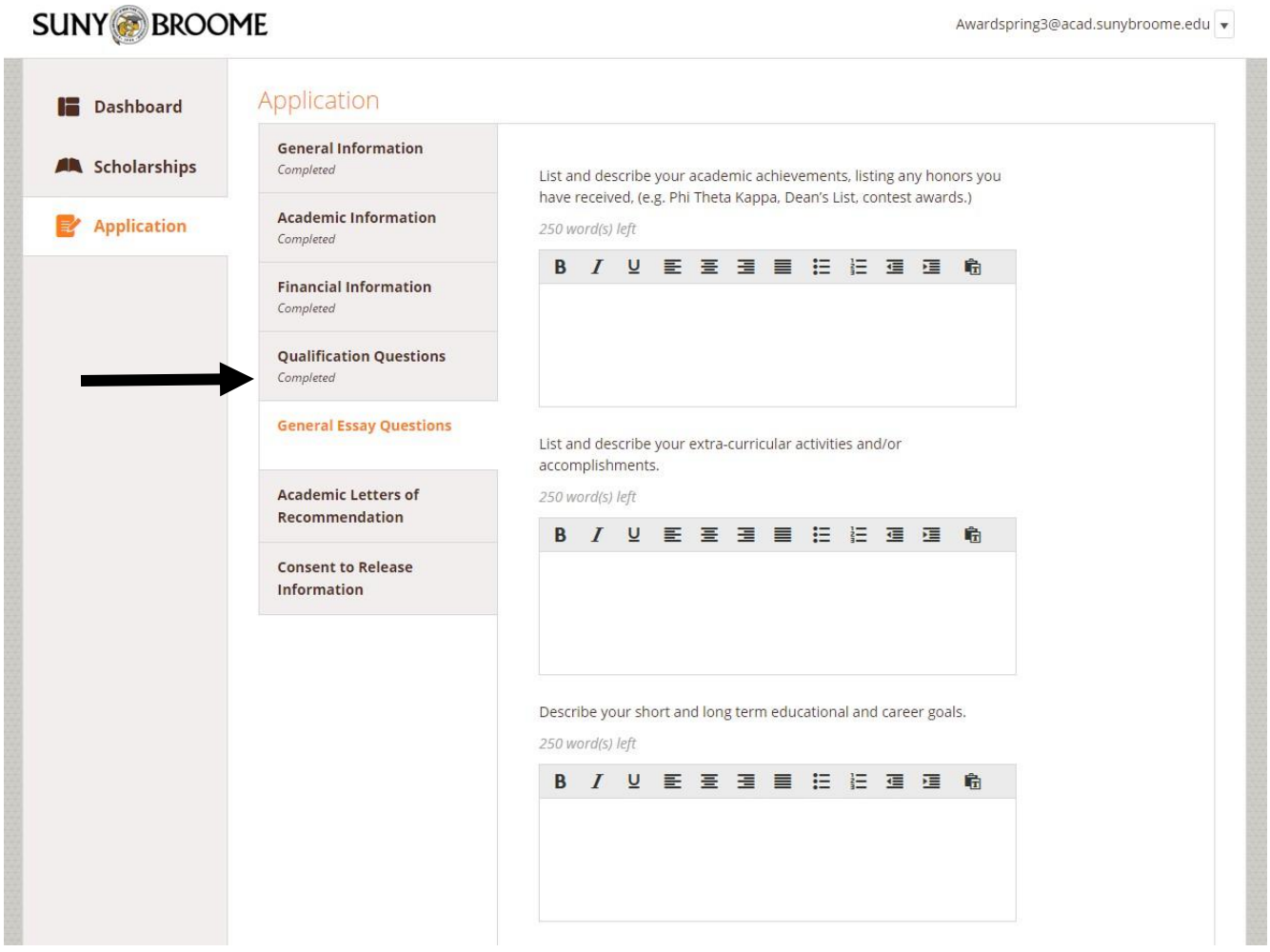
Use your MyCollege username and password to login. You should be seeing a screen very similar to this one.



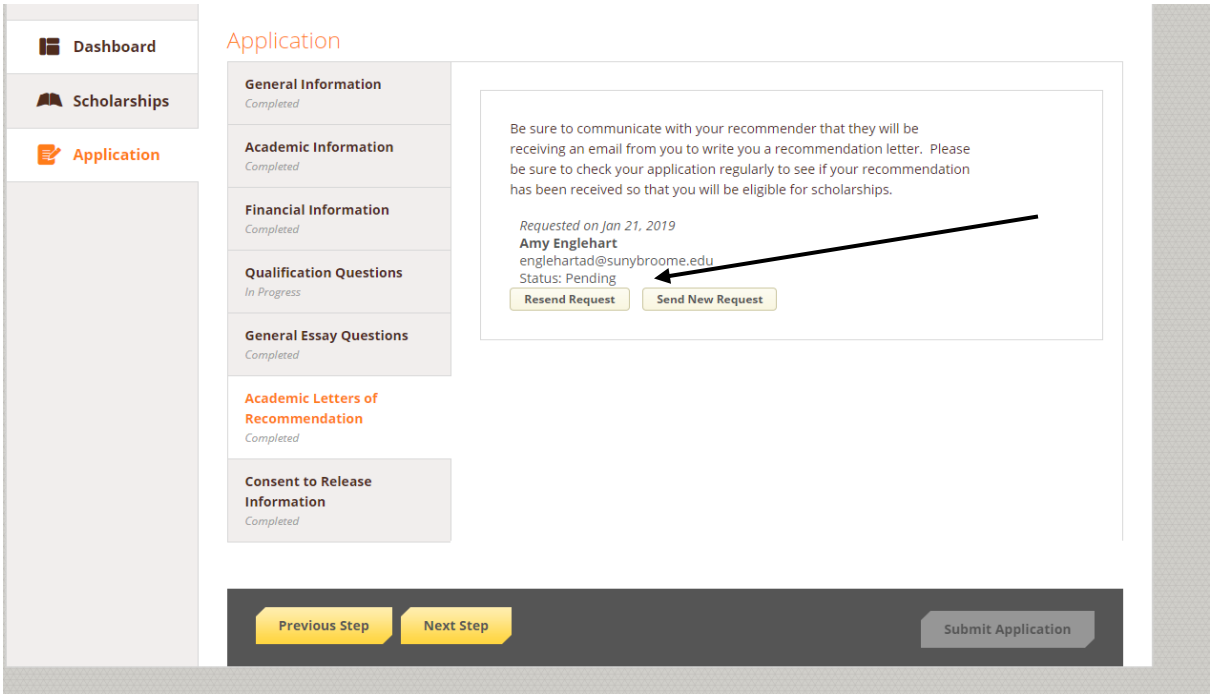
Begin the application process by clicking the “Start Application” button, which will take you into the general application. This is required to pair you to all of the scholarships you may be eligible for.



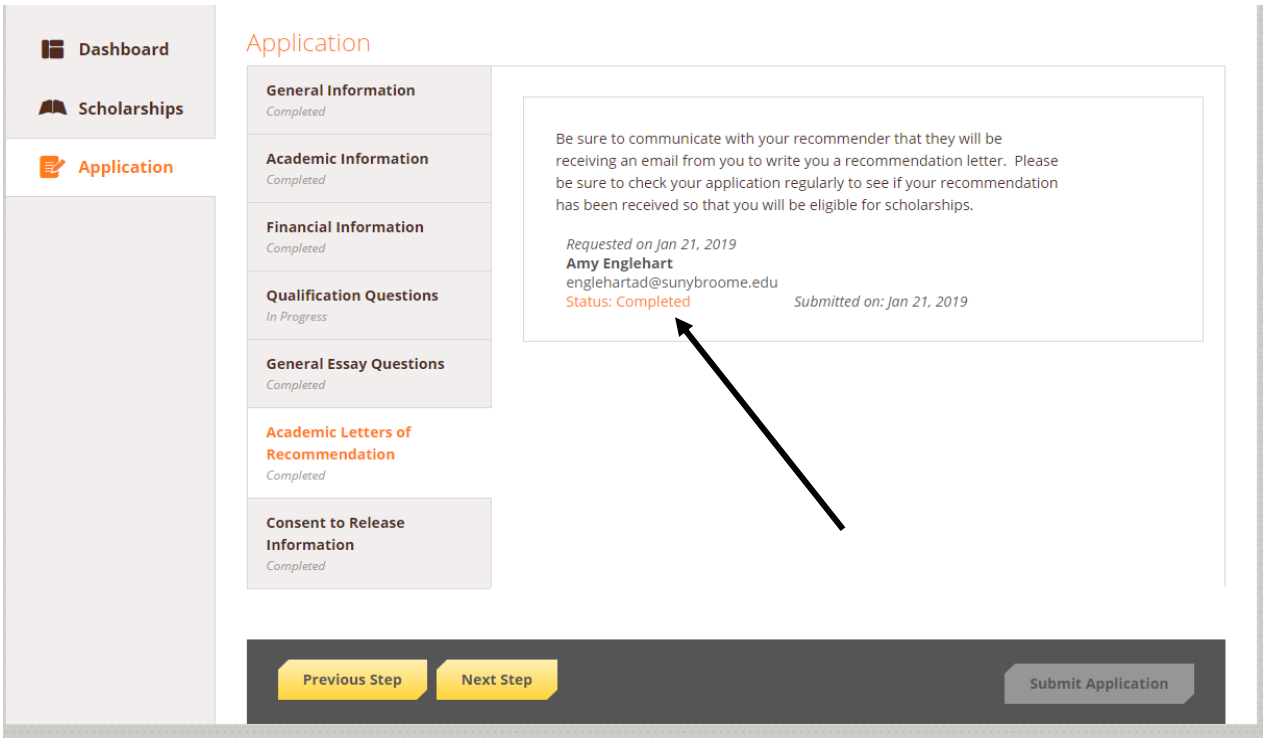
Notice that as you complete each section of the application the section is marked “*Completed*” signifying that you have completed all necessary requirements for that section.



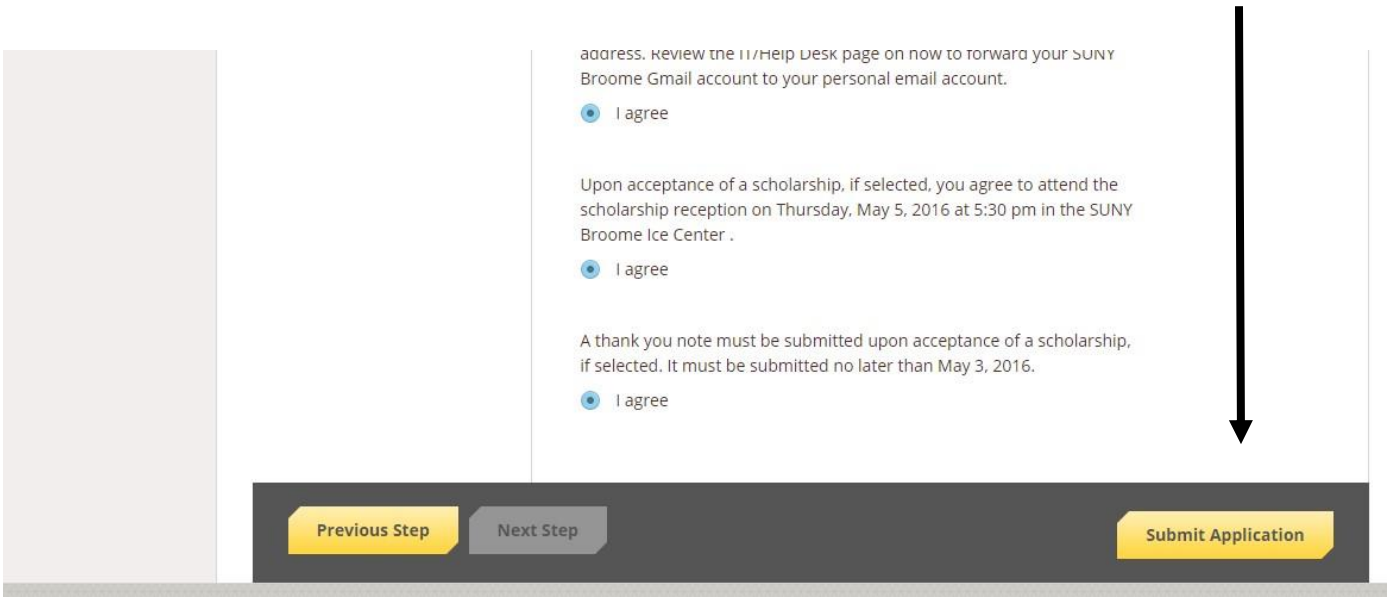
You will notice that when a recommendation has not been submitted it shows as “Status: Pending.” Click on the “Send New Request” button if you would like to resend the request.



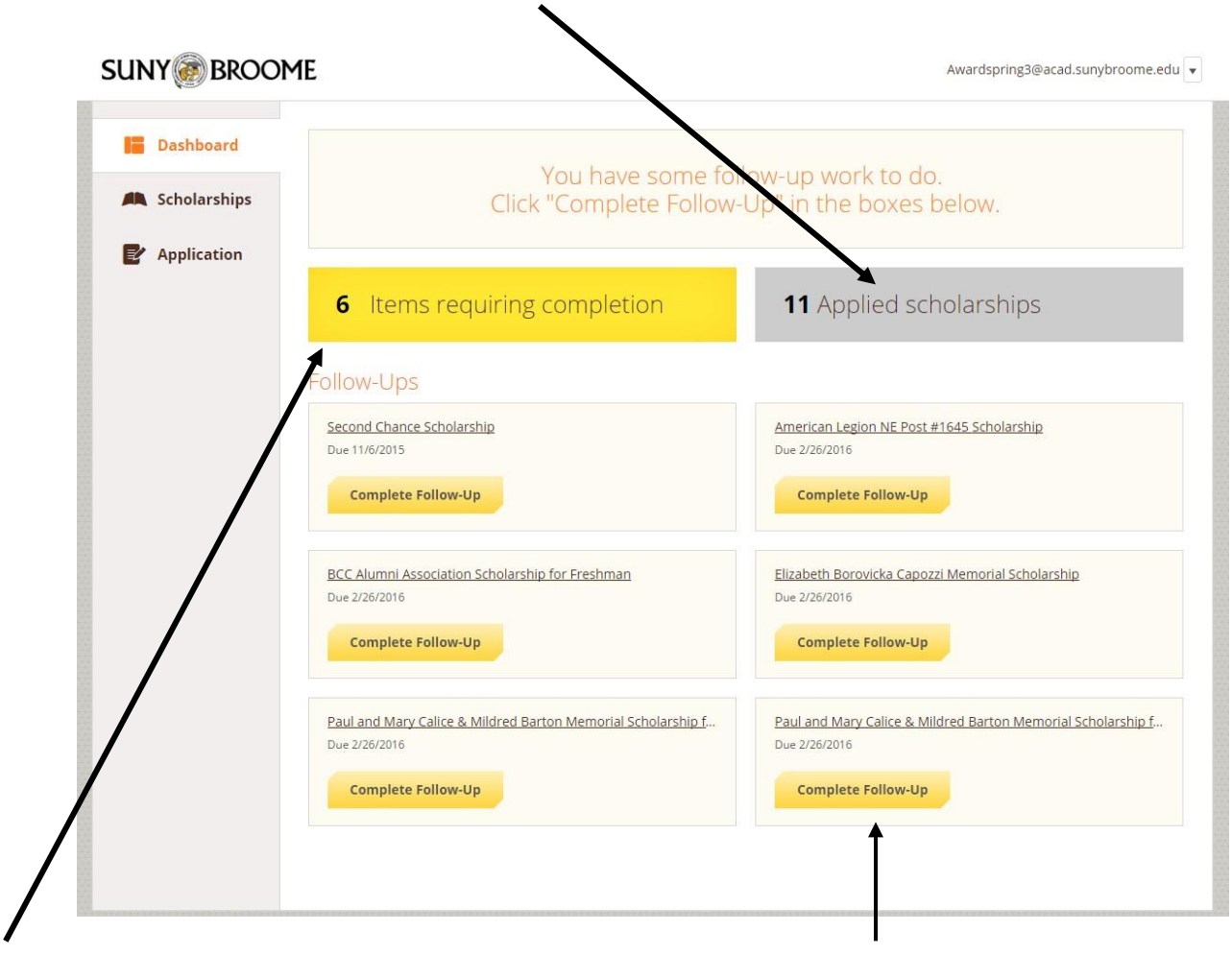
Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still submit your scholarship application, even if we have not received your recommendations yet. (It is *<u>strongly recommended</u>* that periodically, you sign in to your application prior to the deadline to be sure no new scholarships with additional criteria have been added, as well as to be sure your recommender has completed their letter.



Once you have completed each tab on the general application you can submit your application by clicking “Submit Application” at the bottom of the screen.



After submission, a list of scholarships that you qualify for will appear. Scholarships that you are qualified for based on answers in your application and require no follow up will show on the right hand side of the dashboard.



Scholarships that require follow up will show on the left hand side of the dashboard. In order to be considered for these scholarships you must click the “Complete Follow-up” button and answer all questions if you wish to be considered for these.

Be sure to check your SUNY Broome Gmail account for communication from the Foundation Office about your scholarship application.