

# **How to Apply for UHCL Scholarships**

This is a fall 2015 / spring 2016 scholarship opportunity for current and continuing UHCL students

The scholarship application closes at: Friday, February 27, 2015 – 5pm CST

#### Before you start!

You will need your User ID (your student ID number) and Password to access E-Services.

#### What is your User ID?

Your User ID is your student ID number.

#### Forgot your User ID?

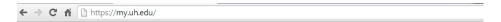
- 1. Click on the Request My User ID link on the E-Services login page.
- 2. Click the Accept button under Terms and Conditions.
- 3. Enter Requested Information. You will be asked to answer one of two questions for validation.
- 4. Click on Get My User ID
- 5. Your User ID will be displayed and you may click on GO TO LOGIN page to login.

#### Forgot your Password?

- 1. Click on the Request A New Password link on the E-Services login page.
- 2. You will be prompted for your User ID. Click on Continue.
- 3. You will be prompted to complete the designated validation question.
- 4. Click on Email New Password. Your password will be sent to the designated preferred email address.

# Log into E-Services at <a href="https://my.uh.edu">https://my.uh.edu</a>

Enter your User ID
Enter your password
Click on Sign In



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# Click on UHCL E-Services

# Tue, Sep 3, 13 1:45 PM UHCL E-Services University of Houston-Clear Lake Student Self Service

#### **Click on Admissions**



# **Click on Apply for UHCL Scholarships**

# University of Houston Z Clear Lake



# Do not fill in any information

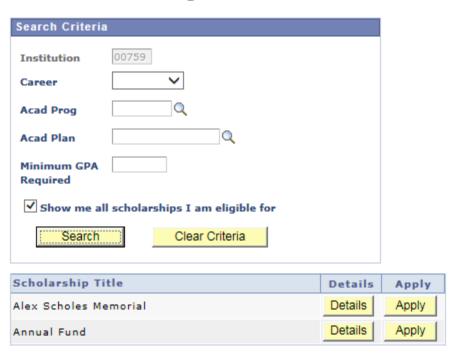
Click on "Show me all scholarships I am eligible for"

#### Search

You will see the scholarships for which you may be eligible

#### Financial Aid

# **Search for Scholarships**



Click on details to see criteria of each scholarship.

Look over these 2 examples before you begin to apply.

# Example 1:

Make sure you meet the criteria of the scholarship before you apply.

Note that there is no additional documentation that you need to attach.

If you meet the criteria for the scholarship you may click on apply.

## Financial Aid

# **Scholarship Details**

Scholarship Info	
Institution	00759
Scholarship Title	Alex Scholes Memorial
Major	General Business, Marketing or Management
GPA	No specific requirement, but will be a factor
Status	Undergraduate (minimum 6 hours enrollment Graduate (minimum 3 hours enrollment)
Financial Need	Financial need is not a factor
C	
Specifics	
Additional	
Documentation	
	1
Apply	Return To Search

Your personal data will automatically populate.

Aid year is 2016.

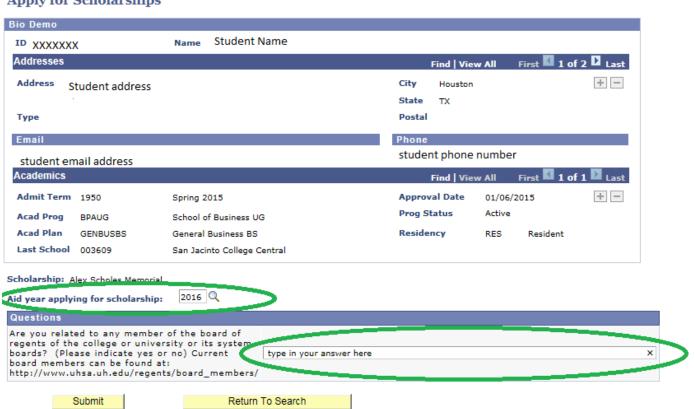
Answers to questions should be typed into appropriate area.

Submit when you are finished.

Once you submit you CANNOT return to that scholarship.

#### Financial Aid

#### **Apply for Scholarships**



After you submit you may **Return** to look at other scholarships on your list.

#### Financial Aid

#### Confirmation

Your application has been successfully submitted.

Return

# Example 2:

Make sure you meet the criteria of each scholarship before you apply.

Note that there is additional documentation that you need to attach.

Print this page so you will know what documentation is required.

Do NOT apply at this time. Return to Search.

#### Financial Aid

#### **Scholarship Details**

Scholarship Info	
Institution	00759
Scholarship Title	Annual Fund
Major	Any UHCL degree program
GPA	No specific requirement but will be a factor
Status	Undergraduate full time enrollment (12 hours hours enrollment) Graduate full time enrollment (9 hours enrollment)
Financial Need	Will be a factor (you will be required to submit a FAFSA at www.FAFSA.ed.gov by the UHCL priority deadline of March 15th)
Specifics	
Additional Documentation	Achievement List - Submit a list of honors, awards, achievements, volunteer services for UHCL and or your community
Apply	Return To Search

Click on "Show me all scholarships I am eligible for"

#### Search

Click on details for each scholarship on your list.

Copy the criteria pages which require additional documentation.

Prepare the documentation and save in .doc, .docx or .pdf

#### Financial Aid

# Search for Scholarships





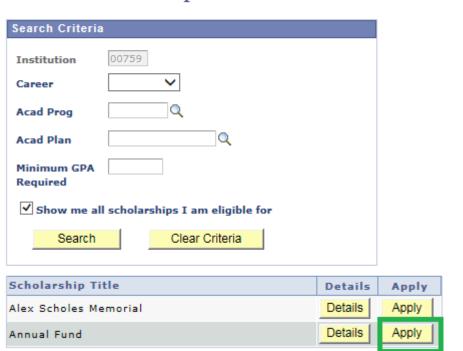
## When your documentation is prepared:

Log onto E-Services and get to the Search for Scholarships page.

Click on apply and follow these instructions for each scholarsip in which you prepared additional documentation.

#### Financial Aid

# Search for Scholarships



Select 2016 for the Aid year

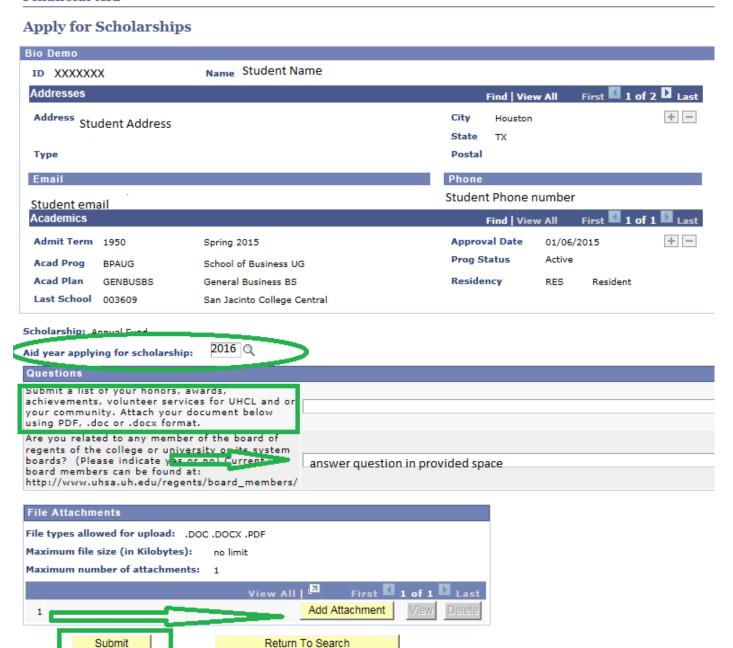
Submit documentation

Answer all questions in space provided

Submit

Once you submit you CANNOT go back to that prticular scholarship

#### Financial Aid



# Your confirmation will pop up

# Financial Aid Confirmation Your application has been successfully submitted. Return

# Return

To complete the rest of the scholarships on your list

If you have questions email: Wells@uhcl.edu