GETTING STARTED IN
SCHOLARSHIP MANAGER

Scholarship Manager is fully integrated scholarship application and awarding system.

Step 1: Admissions and FAFSA

- **Welcome to CUNY-SLU**
  To apply for institutional scholarships at CUNY-SLU, you must first be admitted to a degree or certificate program and accept an offer of admission. If you have not received an offer letter, please contact Admissions@slu.cuny.edu. Please note, non-degree students are not eligible for CUNY-SLU scholarships.

- **FAFSA**
  We strongly recommend completing the Free Application for Federal Student Aid (FAFSA). Even if you don’t think you will qualify for federal or state aid, a FAFSA is required for need-based scholarships. For assistance with the FAFSA, please contact FinancialAid@slu.cuny.edu.

Step 2: Claim Scholarship Manager Account

Your Scholarship Manager account will be available 2-3 days after you’ve accepted an offer of admission. Questions about accepting your offer? Contact: Admissions@slu.cuny.edu

Instructions:

1. Navigate to Scholarship Manager
2. Within the Students tile, click Login
3. Click Claim Account
4. Enter your Student ID/EMPL ID (this will be your username); Click Request Access
5. Set your password and secret security question

*Note*

All notifications from Scholarship Manager will be redirected to the campus e-mail once one is assigned to you. This cannot be changed. If you cannot access your SLU3 e-mail, please contact the SLU Technology Help Desk by phone: (646) 313-8440 or e-mail ITHelpDesk@slu.cuny.edu.

Step 3: Search for Scholarships

Our online catalog contains several internal and external scholarships. We recommend using the category search filter to view specific opportunities.
CUNY-SLU Opportunities

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Application</th>
<th>Description</th>
<th>Category Search Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need, Merit, and Service-Based</td>
<td>SLU Scholarship Application</td>
<td>The SLU Scholarship Application makes it easy to apply for need, merit, and service-based opportunities.</td>
<td>• CUNY-SLU: Financial Need&lt;br&gt;• CUNY-SLU: Merit&lt;br&gt;• CUNY-SLU: Service&lt;br&gt;• CUNY-SLU: Spec Program</td>
</tr>
<tr>
<td>Diversity and Equity</td>
<td>Standalone</td>
<td>Some scholarships have their own application. The system will automatically pair you with those if you match the criteria.</td>
<td>• CUNY-SLU: Diversity&lt;br&gt;• CUNY-SLU: Equity</td>
</tr>
<tr>
<td>Experiential Learning</td>
<td>N/A</td>
<td>You cannot apply using Scholarship Manager. Students may qualify and/or apply during the Admissions process.</td>
<td>• CUNY-SLU: Experiential Learning</td>
</tr>
</tbody>
</table>

Note
- Scholarship applications can only be submitted once each academic year, even if there is more than one award season.
- Pay careful attention to the scholarship requirements. If you do not see a particular opportunity, it is likely you are not eligible to apply.

CUNY-SLU also connects students to several external scholarship offerings from esteemed organizations. You cannot apply for external opportunities using Scholarship Manager.

External Opportunities

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Application</th>
<th>Category Search Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>External</td>
<td>Click the accompanying “apply now” button to be redirected to the organization’s scholarship page.</td>
<td>• External: Financial Need&lt;br&gt;• External: Employer&lt;br&gt;• External: Union</td>
</tr>
</tbody>
</table>

Step 4: Apply for Scholarships

1. Navigate to Scholarship Manager
2. Within the Students tile, click Login
3. Enter your username (student ID/EMPL ID) and password
4. Complete all applications listed in the portal

Note
- The Scholarship Manager landing page contains useful information about current and upcoming applications by academic year.
- Scholarship applications can only be submitted once each academic year, even if there is more than one award season.
- Pay careful attention to the scholarship requirements. If you do not see a particular opportunity, it is likely you are not eligible to apply.
### Summary

<table>
<thead>
<tr>
<th>Plan</th>
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| • The [CUNY-SLU website](#) and [Scholarship Manager](#) have the most current information about when our applications open and close. It is also a good idea to check your SLU3 e-mail for any marketing material.  
• Don't forget to check out [Scholarship Search](#). You never know what new opportunities will arise. |
|     |
| • Some scholarships require transcripts and/or letters of reference. Allow time to assemble all required information. It is never recommended to wait until the deadline date to complete an application.  
• If asked to write an essay, use accurate grammar, spelling, and punctuation. It might be a good idea to have someone proofread your work.  
• Carefully follow the instructions on the scholarship application and review your responses before submitting. |
|     |
| **FAFSA** |
| • Even if you don’t think you will qualify for federal or state aid, a [FAFSA](#) is **required** for need-based scholarships. We recommend doing this early each academic year. For assistance with the FAFSA, please contact [FinancialAid@slu.cuny.edu](mailto:FinancialAid@slu.cuny.edu). |
|     |
| **Applicant Portal** |
| • Log in to [Scholarship Manager](#) and apply to all opportunities listed in your applicant portal.  
• Scholarship applications can only be submitted once each academic year, even if there is more than one award season.  
• Pay careful attention to the scholarship requirements. If you do not see a particular opportunity, it is likely you are not eligible to apply. |