

# Scholarship Manager System

Scholarship Manager is fully integrated scholarship application and awarding system.

# **Getting Started**

#### Welcome to CUNY-SLU

To apply for institutional scholarships at CUNY-SLU, you must <u>first be admitted to a degree or certificate program</u> and <u>accept an offer of admission</u>. If you have not received an offer letter, please reach out to us at <u>Admissions@slu.cuny.edu</u>. It's important to note that non-degree students are not eligible for CUNY-SLU scholarships.

#### FAFSA

We strongly recommend completing the <u>Free Application for Federal Student Aid (FAFSA)</u>. Even if you don't believe you will qualify for federal or state aid, please be aware that a FAFSA is required for need-based scholarships. If you require assistance with the FAFSA, don't hesitate to contact <u>FinancialAid@slu.cuny.edu</u>.

## Access Scholarship Manager

#### Accept Offer of Admission

Your Scholarship Manager account will be ready to claim within 2-3 of accepting your offer of admission. If you have any questions or need assistance with accepting your offer, please feel free to get in touch with us at <a href="mailto:Admissions@slu.cuny.edu">Admissions@slu.cuny.edu</a>.

For a detailed guide on how to claim your Scholarship Manager account, please click here.

Important Password Note: Ensure that you store your password and secret question in a secure place. In case you ever forget your password, don't worry; we're here to help. Just reach out to us at <a href="mailto:StudentAccounts@slu.cuny.edu">StudentAccounts@slu.cuny.edu</a> for assistance. Your security matters to us.

**Notifications from Scholarship Manager:** Please note that all notifications from Scholarship Manager will be automatically redirected to your campus email once one is assigned to you. This setting is not customizable.

**Need Help Accessing SLU3 Email?** If you encounter any issues accessing your SLU3 email, please don't hesitate to reach out to the SLU Technology Help Desk for assistance. You can contact them by phone at (646) 313-8440 or send an email to <a href="mailto:ITHelpDesk@slu.cuny.edu">ITHelpDesk@slu.cuny.edu</a>. They are here to help with your technology-related inquiries.



## Search for Scholarships

In our online catalog, you'll find a wide range of both internal and external scholarships. To make your search more efficient, we recommend utilizing the category search filter. This will allow you to narrow down and view specific scholarship opportunities that align with your interests and qualifications. Happy searching!



### Internal Opportunities (CUNY-SLU)

Internal opportunities refer to scholarships offered by the CUNY School of Labor and Urban Studies. To apply for a CUNY-SLU Scholarship, follow these simple steps:

- 1. Visit our scholarship search page.
- 2. Click the red "Apply Now" button located at the top of the search page.



3. Log in to your Scholarship Manager Account.

### Important Information Regarding Internal Opportunities

- One Application per Academic Year: It's crucial to understand that scholarship
  applications for CUNY-SLU can be submitted only once per academic year, even if there
  are multiple award seasons.
- Compliance with Scholarship Requirements: Pay careful attention to the specified scholarship requirements. If you do not see a particular opportunity in your Applicant Portal, it's probable that you do not meet the eligibility criteria for that specific scholarship. Make sure to review the requirements thoroughly before applying.



## **External Opportunities**

At CUNY-SLU, we also provide access to various external scholarship opportunities offered by esteemed organizations. It's important to note that you **cannot** apply for these external opportunities using Scholarship Manager.

#### To apply for external scholarships, follow these simple steps:

- 1. Visit our scholarship search page.
- 2. Click the **black** "Apply Now" button located next to the scholarship description



3. You will be redirected to the organization's website to apply

### **Summary**

- **SLU3 E-mail:** Remember to regularly check your SLU3 email for marketing materials and updates related to scholarships and other important matters.
  - If you encounter any issues accessing your SLU3 email, please don't hesitate to reach out to the SLU Technology Help Desk for assistance. You can contact them by phone at (646) 313-8440 or send an email to <a href="mailto:ITHelpDesk@slu.cuny.edu">ITHelpDesk@slu.cuny.edu</a>. They are here to help with your technology-related inquiries.
- Completing the FAFSA for Need-Based Scholarships: It's important to note that even if
  you believe you may not qualify for federal or state financial aid, submitting the Free
  Application for Federal Student Aid (FAFSA) is still required for consideration for needbased scholarships.

We **strongly** recommend completing the FAFSA early each academic year. If you need assistance with the FAFSA or have any questions, please contact <u>FinancialAid@slu.cuny.edu</u>.

#### Access Scholarship Manager

- 1. Open your web browser and type in the URL for Scholarship Manager.
- 2. Once you've reached the Scholarship Manager interface, look for the "Students" tile or section and click <u>login</u>.
- 3. On the login page, you will be prompted to enter your username, which is your EMPL ID, and your password.
- **Complete Scholarship Applications:** After successfully logging in, you'll be directed to applicant portal. Here, you'll find a list of available scholarship applications. Take the time to thoroughly complete each application by providing the required information, essays, and any necessary documents.
- **Scholarship Search:** Lastly, make sure to explore our Scholarship Search feature. You never know what new and exciting scholarship opportunities may become available. Stay proactive in seeking out opportunities to support your education.

# **Preparing Your Scholarship Application**

- Scholarship Application Deadlines: To stay updated on when scholarship applications open and close, rely on the CUNY-SLU website and Scholarship Manager. They have the most current and accurate information.
- **Follow Instructions Carefully:** Carefully read and adhere to the instructions provided on the scholarship application. Review your responses before submitting to ensure accuracy and completeness.
- Transcripts and Letters of Reference: Some scholarships may require transcripts and/or letters of reference. Ensure you have ample time to gather all the necessary information. It's highly advisable not to wait until the deadline to complete your application.

• **Essay Writing:** If you're asked to write an essay, make sure to use accurate grammar, spelling, and punctuation. Consider having someone proofread your work to ensure its polished and error-free.

If you require assistance in assembling your scholarship essay, <u>SLU's Learning Hub</u> is here to help. Don't hesitate to reach out to them for support and guidance in crafting a compelling and well-structured essay for your scholarship applications. Your success is our priority, and we're here to provide the resources you need to excel in your scholarship endeavors.