

Submitting an Application through the Scholarship Portal

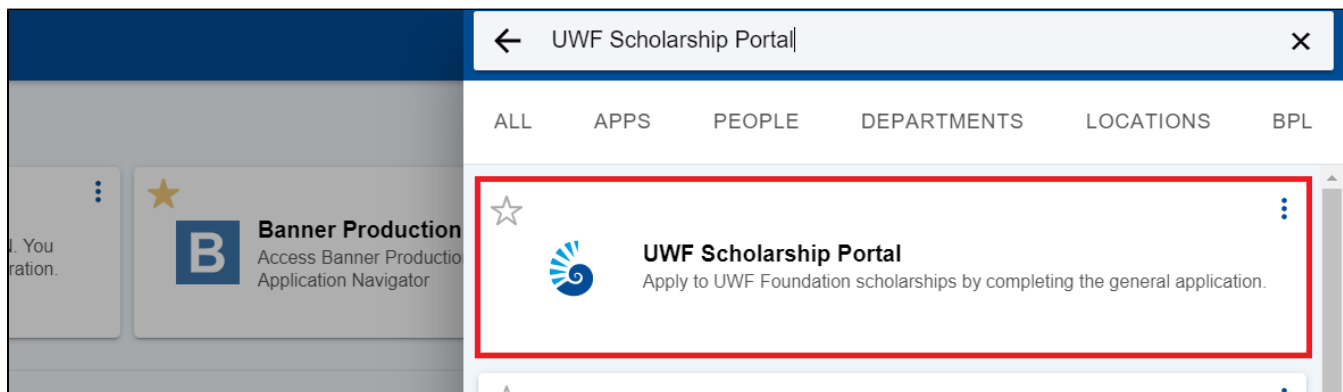
This page details instructions on how students can apply to additional scholarships through the UWF Scholarship Portal. The Scholarship Portal contains numerous awards from various departments across campus, as well as opportunities from vetted private entities.

Note: Students must be admitted and accept their UWF Admissions Offer before they can apply in the Portal.

The General Application is the first application students can submit in the Scholarship Portal. By submitting a General Application, a student's academic record is automatically linked to certain awards for review and consideration. For example, if an award requires a student to have at least a 3.0 GPA and be in the English program, his or her record will automatically link to such an award after submitting the General Application if they meet these requirements. Reviewers will then be able to review the student as a candidate.

A General Application can be submitted by completing the following steps:

Step 1) log into [MyUWF](#) and search "UWF Scholarship Portal" in the searchbar and open the app:



2) Once within the portal, answer all required fields and provide additional information as you feel fit.

A screenshot of the UWF Scholarship Portal application form. At the top, there is the University of West Florida logo and name. Below the header, there is a navigation bar with three tabs: "My Applications", "Opportunities", and "Donors". The "Opportunities" tab is selected. The main content area is divided into two columns. The left column is titled "Application Progress" and shows a green circle next to the text "General Application". The right column contains the application form. It starts with a paragraph explaining that users can save their application at any time by clicking "Save and Keep Editing" and submit it by clicking "Finish and Continue". A note states that required fields are marked with an asterisk and that students must be admitted to the University and have a valid UWF student email to be eligible. Below this, there is a section titled "General Application Questions". It contains three questions, each with a radio button for "Yes" and "No": 1. "Are you a First-Generation college student?" with a note below stating "A First-Generation student is someone who's parents have not completed an educational level higher than high-school." 2. "Are you a non-traditional student, 25 years or older?" 3. "Please describe any Community Service participation. Be sure to include dates and the organization's name." Below the questions, there are two text input fields for "First Name" and "Last Name".

Step 3) After you have submitted all required information and have provided additional information to your liking, be sure to press the "Finish and Submit" button. You can return to the application later if you save it, and after you submit it.

Words Used: 0 out of 200

Example Formatting: ***bold***, *_italics_*

Full Screen

*** As a recipient of a UWF Foundation Scholarship, I give permission to the University of West Florida and the University of West Florida Foundation, Inc. to use my name, contact information, photo and biographical material for marketing materials and future communications with the scholarship donor(s).**

Save and Keep Editing

Finish and Submit

After submitting a General Application, you may leave the Scholarship Portal or continue on to apply to additional opportunities. You may also come back to your General Application and edit your responses, even after it has been submitted.

Applying to additional opportunities within the Scholarship Portal

After a student submits a General Application, he or she can then manually apply to additional opportunities. These awards typically require additional information, such as letters of recommendation, résumés , certificates, etc.

Step 1) Hover your mouse over the "opportunities" tab. Doing so will bring up tabs to view other opportunities, such as those through departments on campus (Ours) and private, outside scholarships (External). In this example, "Ours" is selected.

My Applications

▼ Opportunities

Donors

Application Progress

Recommended Opportunities

General Application

Other Recommended Opportunities

SCHOLARSHIP

Recommended

Ours

OTHER

External

Search by Keyword

Name

Varies

[Rofls Music Scholarship](#)

The scholarship will be awarded to undergraduate student meeting...

Step 2). Once in either tab, a student can then search for additional opportunities. In this example, awards related to "chemistry" will be searched for.

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Step 3) The search will populate related results. Opportunities with an "Apply" button can be manually applied to. If an opportunity does not have an "apply" button, then it is an award that can match to a student's record on its own for review.

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Frequently Asked Questions

Question: Why can't I find the Scholarship Portal in MyUWF?

This is most likely because your ArgoNet account has not yet been upgraded. You will need to either register for Orientation or for classes before you can upgrade your ArgoNet account.

Question: How do I know if I am awarded?

Some departments may send out communication to award recipients to let them know they have been awarded. Whenever an award is placed on a student's record, they will receive an automated message letting them know their financial aid package has been updated.

Question: What semesters does the Scholarship Portal apply to?

The Scholarship Portal opens every year in November for the *next* academic year. For example, if the Portal opens in November of 2021, then the scholarships within the Portal will apply for the 2022-2023 Academic Year (Fall 2022 and Spring 2023).

Question: Do I need to complete another application if my grades or test scores change in the middle of a year?

No. The Portal will automatically pull in any updates to your record each night. The only time you need to submit a new application is once a year when a new application opens (usually at the beginning of November).

For additional questions or assistance, please feel free to contact finaid@uwf.edu.