Instructions for Applying for MCC Foundation Scholarships
Fall 2020 Awards

Deadline: Friday, April 17, 2020

Application Link

1. Click the yellow box that says, “Sign In With Your School Account”
2. This will bring you to the MCC login page.
3. Login with your A # and password.
4. You will come to the Scholarship Dashboard Screen – this screen will show you the status of your application.
5. On the left-hand side menu, you will see a tab for Scholarships – this lists all the available awards and criteria for the awards.

6. The Application tab is highlighted in orange on the left – click this tab to begin your application.
7. The Application has five (5) sections: General Information, Academic Information, Faculty Recommendation, Qualification Questions, and Essay – You must complete all of the sections.

8. **For the Letter of Recommendation:**

   a. You must request one (1) recommendation from an MCC faculty member or advisor.
   b. You may request the recommendation directly through the application.
   c. Type in the name and email of your faculty recommender. You may also edit the message to the faculty member to make it more personal. Click Send.
   d. The faculty member will receive the request and can upload the recommendation directly to your application.
   e. PLEASE NOTE: Your application is not complete until the faculty member has uploaded the recommendation to your application. Please make the effort to speak to faculty member in person to follow-up on your recommendation.

9. **Essay** – one general essay (500-1000 words) is required.

   Write an essay that includes answers to the following questions and prompts. Please upload the essay as a Word document. The essay should be 500-1000 words (approximately 1-2 pages).

   - What are your educational objectives and goals/plans for the future, and what steps are you taking to achieve your goals?
   - What life experiences have shaped who you are today, and what challenges have you overcome in achieving your education? What accomplishments have you achieved?
   - Please explain why you need financial assistance.
   - What impact has MCC made in your life and/or educational pursuits?

The Writing Center is available on both campuses for help with the essay and proofreading. Please use this resource: [https://www.middlesex.mass.edu/ace/writing.aspx](https://www.middlesex.mass.edu/ace/writing.aspx)
10. Submit Your Application
   a. Once you have completed all sections of the application, click the yellow “Submit Application” button at the bottom of the screen.
   b. This will bring you to your Dashboard to show you the status of your application.
   c. Some scholarships will require additional follow-up questions. You must complete the follow-items if you want to be considered for these specific awards. If you Dashboard states, “You have follow-up work to do,” click on the yellow “Complete Follow-Up” buttons.
   d. After completing all follow-up items for the scholarship, click the Resubmit Application button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.
   e. If all follow-up items are completed, your Dashboard will say, “You did it! Nothing left to complete” and it will also show you in a gray box your Applied Scholarships:

   The deadline for MCC Foundation Scholarships is Friday, April 17, 2020!
Additional Tips and Information for the Application and Scholarship Awards:

1. You do not need to do the application in one sitting. You may save and go back in the application during the open application period using your student id and password.
2. You will be automatically applied to all scholarships for which you meet the criteria, but please pay attention to the Dashboard tab for follow-up items that may be needed for certain awards.
3. Awardees will be notified in May 2020 of the award decisions.
4. Awards are applied to the student’s MCC Student Account for the Fall 2020 semester.

For questions, please email: MCCScholarships@middlesex.mass.edu