VSAC-assisted scholarships

FAQs from high school counselors

What is the deadline for VSAC-assisted scholarships?

All required documents for all VSAC-assisted scholarships published in VSAC's scholarships booklet must be submitted/uploaded online, postmarked at a U.S. Post Office, or dropped off at VSAC on or before **February 14, 2024,** to be considered complete and on time.

An application will NOT be sent to the scholarship committee if it's incomplete (missing one or more required documents) or submitted/postmarked after the deadline (one or more required documents is submitted/postmarked after the deadline).

How do students apply for VSAC-assisted scholarships?

After October 1, students should:

1. Go to vsac.org and click on the MyVSAC button at the top right.
   - Log in to their MyVSAC account or create a MyVSAC account if they don't yet have one. If they've forgotten their username or password, they can use "Forgot your username?" or "Forgot your password?" links, or call VSAC for help.
   - Click on the "Work with VSAC-Assisted Scholarships" button under **Scholarships**.
   - Click on "Unified Scholarship Application (USA)" under **Submit Scholarship Application** and follow the directions.

2. Submit required documents (recommendation letters, essays, official transcript, etc.) to VSAC by the submitted/postmark deadline after the USA has been submitted online.
   - Log in to their MyVSAC account. If they've forgotten their username or password, they can use "Forgot your username?" or "Forgot your password?" links, or call VSAC for help.
   - Click on the "Work with VSAC-Assisted Scholarships" button under **Scholarships**.
   - Click on "Required Documents" under Scholarships Management, then click on the **Upload Required Documents** button and follow directions.

If required documents cannot be submitted online, mail them to the VSAC Scholarships Program at the address below.

What documents can high schools upload on a student's behalf?

Students must have submitted an online USA before documents can be uploaded. High schools can upload the following documents on behalf of students**:**

- letter of recommendation,
- transcript, and
- nomination form
- 504 or IEP Plan

TOLL FREE
888-253-4819

BURLINGTON AREA
802-654-3798

ONLINE
vsac.org

EMAIL
**scholarships@
 vsac.org**

more

Vermont Student Assistance Corporation 10 East Allen Street PO Box 2000 Winooski, VT 05404

How do high schools upload documents?

- Log in to your school's MyVSAC account. If you've forgotten your school's username or password, contact our School Services Department at schoolservices@vsac.org or call 888-307-8722.
- Click on "Scholarship Document Uploader."
- Click on the appropriate link at the top of the page: "Graduating High School Seniors" or "Previously Graduated Students."
- Locate the student for which you're uploading a document(s). Students must have already submitted an online Unified Scholarship Application (USA).
- Click "Choose File" and locate on your computer the document you wish to upload.
- Click "Select a document type," then select the correct document description and click "Submit."
- If you're unable to submit required documents online, mail them to the VSAC Scholarships Program at the address below.

TIPS **FOR SCHOLARSHIPS**

The application

- Encourage students to read "Applying for VSAC-Assisted Scholarships" in VSAC's scholarships booklet.
- Refer students to the recommendation letters and essay pages in the scholarships booklet for details about required documents.
- Encourage students to provide a copy of the recommendation letter description to the person whom they've chosen to write the letter.
- The VSAC Scholarships Program does not follow up with reminders regarding missing or incomplete documents, missing signature(s), etc.
- Encourage students to sign into their MyVSAC online account to submit their USA, upload documents, view scholarships listed on the USA, verify required documents received and outstanding, view awards, and view disbursements.
- Encourage students to apply early and email or call VSAC Scholarships program with questions.
- Students don't need to wait to submit all required documents together. They can upload each one as it becomes available, as long as it's labeled with the student's name and date of birth.

The uploader

- As a high school, you should upload document(s) through your school's MyVSAC account. Schools should not upload documents through a student's MyVSAC account. Call us at 888-307-8722 if you need help accessing your MyVSAC account.
- Carefully select the student and document description. Documents labelled incorrectly could jeopardize a student's chances of being considered for a scholarship.
- Once a document has been submitted, it will be used for all scholarships for which the student is being considered, including scholarships (such as the Governor Phil Hoff Vermont Honor Scholarship) for which your school has nominated the student.
- A transcript must include grades through the previous academic year, a calculated GPA or proficiency-based GPA, the student's name, the school name, and the school-year semesters that the grades are for.
- Submit document(s) using only one method; for example, do not upload and mail the same document.

Benefits to uploading documents

- Document(s) are loaded onto the student's record quickly and accurately.
- Documents are labeled by document description selected during uploading.
- Recommendation letters uploaded by the high school are automatically received complete.
- Transcripts uploaded by the high school are automatically considered official.

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