VSAC-assisted scholarships
FAQs from high school counselors

What are the deadlines for VSAC-assisted scholarships?

These are the dates by which the Unified Scholarship Application (USA) and all required documents must be submitted/uploaded online, postmarked at a U.S. Post Office, faxed, e-mailed, or dropped off at VSAC.

- **Early-bird deadline:** Early-bird applications for VSAC-assisted scholarships submitted/postmarked on or before **February 3, 2017,** will be entered in a drawing for one of three $1,000 scholarships. See complete official rules at www.vsac.org/earlybirdrules.

- **Final deadline:** All required documents for all VSAC-assisted scholarships published in VSAC's scholarships booklet must be submitted/postmarked on or before **March 3, 2017,** 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 January 1, students should:

1. Go to www.vsac.org and click on the myVSAC login button at the top right.

   - Log in to their myVSAC account or create a myVSAC account if they don't yet have one.

   - Click on "Apply for Scholarships" in the Scholarships box on the left.

   - Click on "Unified Scholarship Application (USA)" under "Submit Scholarship Application" on the right, 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 usernames or passwords, they should call VSAC; they should not create another account.

   - Click on "Apply for Scholarships" in the Scholarships box on the left.

   - Click on "Submit Required Documents" under "Upload Scholarship Documents" on the right, and follow the directions.

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

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

TOLL FREE
888-253-4819

BURLINGTON AREA
654-3798

ONLINE
www.vsac.org

EMAIL
info@vsac.org
include "scholarships" in subject line

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 the "Scholarship Document Uploader" link in the Tools box on the right.

- Click on the appropriate tab — "Graduation High School Seniors" or "Previously Graduated Students."

- Locate the student for which you're uploading a document(s).

- Click "Browse" 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 or e-mail them to the VSAC Scholarships Program.

TIPS **FOR SCHOLARSHIPS**

The application

- Encourage students to read and follow the instructions at the beginning of VSAC's scholarships booklet.

- Refer students to the "What you need to know about required documents," "Scholarship recommendation letters," and "Scholarship essays" pages in the scholarships booklet for details about required documents.

- Encourage students to provide a copy of the 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 apply early and e-mail or call to confirm that required documents have been submitted on time, are complete and/or labeled correctly, and are not missing one or more signatures.

- You don't need to wait to submit all required documents together. You 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 for which your school has nominated the student, such as the Governor Phil Hoff Vermont Honor Scholarship.

- If a transcript does not include senior year grades, please upload a senior grade report along with the transcript as one document.

- Submit document(s) using only one method; for example, do not upload *and* fax, e-mail, or 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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