



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 15, 2019**, 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 November 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.
 - Click on the "Apply for Scholarships" button under **Scholarships**.
 - 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 the "Apply for Scholarships" button under **Scholarships**.
 - Click on the "Upload Scholarship Documents" button 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 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

TOLL FREE
888-253-4819

BURLINGTON AREA
654-3798

ONLINE
vsac.org

EMAIL
scholarships@vsac.org



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.

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" under **Tools**.
- 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 "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 them to the VSAC Scholarships Program at the address below.

TIPS FOR SCHOLARSHIPS

The application

- Encourage students to read "How to Apply for VSAC-Assisted Scholarships" on page 1 of VSAC's scholarships booklet.
- Refer students to the recommendation letters and essay pages (pages 2-3) 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 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.
- Encourage students to print a copy of the Summary Page (before submitting the USA) to use as a reference in order to remember the scholarships they listed.
- 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 (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 and a calculated GPA. In addition, it should contain an official school seal OR a physical signature by a school official OR be submitted directly from the school to VSAC (either uploaded or by mail).
- Submit document(s) using only one method; for example, do not upload and mail the same document.

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