



Before You Start

All applicants must have a Waubonsee issued ID number (x-number). If you are a scholarship applicant who will be attending Waubonsee for the first time and do not yet have an x-number, visit waubonsee.edu/nsif to apply for one. Within approximately 1-2 business days after you have been issued your x-number, you may begin your application.

Logging In

Visit <https://waubonsee.academicworks.com/> to access the General Application. On our *Opportunities* homepage, you will find a listing of scholarships available to students with brief information about the scholarship qualifications and deadline.

Current Waubonsee students:

1. Click on the “Sign Up” button.
2. Enter your Waubonsee student email address and create a password.
3. Begin filling out the General Application.

New students:

1. Click on the “Sign Up” button.
2. Enter the email address you used to complete the NSA and create a password.
3. Begin filling out the General Application.

You only need to use the “Sign Up” button the first time you access the software in order to create a password. After that, you can use the “Sign In” button to access the application using the appropriate email address and the password you created. For optimal compatibility, access the application system using any newer browser, such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

General Application

The majority of the scholarship opportunities offered by Waubonsee are auto-matched through our General Application. When you submit the General Application, the software will determine which scholarships you are eligible for based on your answers and apply you to those.

If you are eligible for additional opportunities that require supplemental information, these will display for you once you have completed and submitted the General Application. These are identified as Recommended Opportunities.

Information about the sections of the General Application may be found below:

Applicant Record

When you click on the “Applicant Record” button, the information on this page is populated from your official student file. You cannot edit this information from the scholarship portal. To update or change information here, please contact Registration and Records at (630) 466-2370 or registration@waubonsee.edu.

Academic Information

This section covers information such as enrollment status, anticipated graduation date, etc. This is where you will upload a copy of your unofficial transcript.

All applicants are required to upload a complete copy (all courses, grades, and cumulative GPA) of your UNOFFICIAL transcript from your most recent educational institution attended, whether that is high school, Waubonsee, or another college or university. Transcripts submitted to Admissions are NOT available for the purposes of this scholarship application. The required format is PDF.

Uploading your unofficial transcript is just like attaching a file to an email. If your unofficial transcript is unreadable or cannot be opened, your scholarship application will be considered INVALID.

High School Information

Current High School students must complete all questions in this section in order to be eligible for scholarships. Continuing Waubonsee students may skip this section.

Financial Information

This section includes basic financial information for your household.

General Information

Your answers to these questions will allow the application software to match you to all scholarships for which you meet the required criteria and automatically apply you to these. It is important that you answer ALL questions accurately to the best of your ability

Essay

The essay section is broken down into six individual questions. When combined, these six pieces make up the components of a whole, complete scholarship essay. It is important that you answer each question completely and adhere to the maximum word count indicated. This section is one of the most important components of your application, as this is how the selection committee members will get to know you and determine if you are the right person to receive a scholarship. Refer to the ***Responding to Essay Questions*** resource on our website for helpful information.

Letter of Recommendation

One letter of recommendation is required from every applicant. Your application is not eligible to be considered for scholarships until a recommendation has been provided, even if you have completed all of the other scholarship requirements. Recommendations should be from a teacher, counselor, coach, supervisor at work, clergy person, etc. **A recommendation from a friend or family member will NOT be accepted and will cause your application to be disqualified.**

When you submit the request through your online scholarship application, the recommender will receive an email with instructions on how to upload their recommendation online. We highly encourage you to notify the person you are requesting a recommendation from in advance to expect an email so that they do not delete it by mistake.

A recommendation must be received and your application must be submitted before the application deadline. If a recommendation is not received before the deadline, your application will be invalid.

Authorize and Release Statement

This section details the terms and conditions of the Waubonsee Community College Foundation Scholarship Program.

Submitting Your Application

Once you have completed the application, the option to SUBMIT your application will become available. If you are not ready to submit your application, you may logout and finish it another time. You may edit your application up until the application deadline. Make sure all information is accurate, as scholarships are awarded based upon the information provided.

When your application is complete and you click the "SUBMIT" button, you will be matched to all scholarships for which you meet the required criteria. Incomplete applications (including those with missing or invalid documents) are not able to be submitted for consideration for scholarships.

Questions?

Contact the Development Office at (630) 466-2316 or foundation@waubonsee.edu.