



NSU Scholarship Application Guide

Create and Verify Account

- Go to scholarships.nsuok.edu and find the correct application type for which you wish to apply.
- Click on **apply and create an account** by completing the right hand side of the form that appears.
 - **You will be sent an email to whichever email address you used to create your account. The email will contain a link to verify your account. This step must be taken before you will be able to log in. The link is only valid for 24 hours (you will need to create a new account if you wait longer than that to verify).**
 - If you have already started or completed the application for admission, you will use those login credentials to start a Scholarship Application. You may use the 'Forgot Username/Password' link in case you have forgotten your username or password and need to reset it.
 - If you are a current student, you will need to create a new account.

Complete and Submit Application

- Answer all questions that appear, including those that are not listed as required.
- All questions must be answered fully and truthfully for an application to be considered for scholarships.

Gather and Submit Documentation

- **For every application, the specific requirements will vary.**
- In order to ensure that your application is processed in a timely manner, ensure that you are submitting all documentation by the required deadlines and that it is in the format that we require.

NOTES/TIPS

- **High School Lookup:** Start typing the most unique part of your school name, wait a few moments for the search to complete, and select your school from the dropdown menu

Education History: High School Remove Entry

* Name of High School
Tahlequah High School

Exact Match

TAHLEQUAH HIGH SCHOOL (TAHLEQUAH, OK)

Results

SEQUOYAH BIA HIGH SCHOOL (TAHLEQUAH, OK)

TAHLEQUAH HIGH SCHOOL (TAHLEQUAH, OK)

Ex: 2016 Add Another Response

- The same concept applies to the post-secondary lookup.
- Uploading a Document:
 - Ensure that you have named your file as indicated
(Example: *LastName_FirstName_TribalCard*)
 - Only the documents listed should be uploaded to your [self-service center](#).



NORTHEASTERN
STATE UNIVERSITY

OFFICE OF SCHOLARSHIPS

Northeastern State University
Office of Scholarships
701 North Grand Avenue
Tahlequah, OK 74011
918.444.3470
scholarships@nsuok.edu