



NSU PLC/Honors Scholarship Application Guide

Create and Verify Account

- Go to scholarships.nsuok.edu and find the application link on the “Freshmen” tab on the left side of the page.
- Click on the button that says: “**Apply for PLC/Honors Scholarships**”
- 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 or call the Office of Admissions and Recruitment so they can verify your account for you).**
 - If you have already started or completed the application for admission or general freshmen scholarship application, you will use those login credentials to start a PLC/Honors Scholarship Application. You may use the ‘Forgot Username/Password’ link in case you have forgotten your username or password and need to reset it.

Complete and Submit Application

- Answer all questions that appear, including those that are not listed as required.
- Some of your information may be pre-populated if you have already completed other applications.
- All questions must be answered fully and truthfully for an application to be considered for scholarships.

Application Type

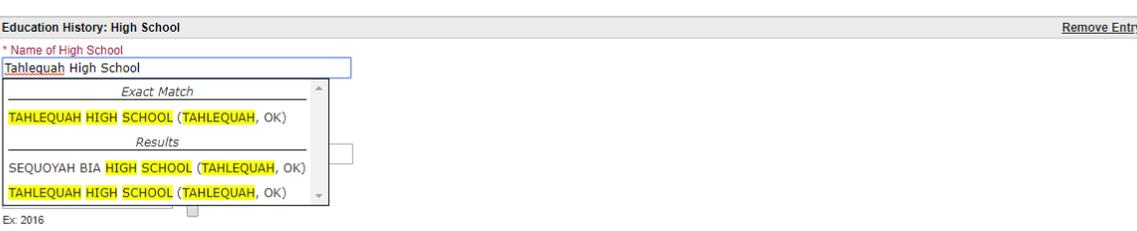
- Select one, or both, of the applications listed (President’s Leadership Class and/or Honors)
 - To select both applications, use CTRL + click

Gather and Submit Information

- **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.
- You will need the names and email addresses for up to **3** people to complete recommendation forms on your behalf. You **cannot** use the same person for both applications. If completing both applications, you will need **6** separate individuals to complete the recommendation forms for you.
 - **PLC** – You will need contact information for your high school counselor and 2 other individuals familiar with your leadership accomplishments.
 - **Honors** – You will need contact information for a current high school teacher and 2 other teachers or mentors familiar with your academic performance and accomplishments.

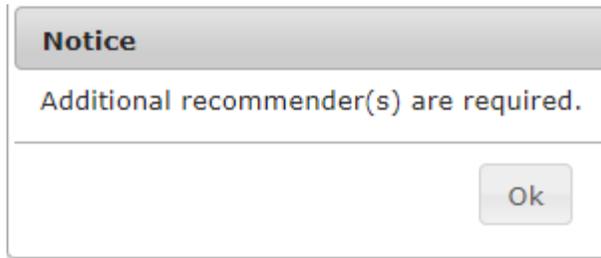
NOTES/TIPS

- **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
 - **If your school does not populate, try searching by city/town.** “High School” may be listed as “HS.”



The screenshot shows a web form titled "Education History: High School" with a "Remove Entry" link in the top right. Below the title is a search input field containing "Tahlequah High School". A dropdown menu is open, displaying search results. The first result is "Tahlequah High School (TAHLEQUAH, OK)" under the "Exact Match" section. Below that, under the "Results" section, are "SEQUOYAH BIA HIGH SCHOOL (TAHLEQUAH, OK)" and "Tahlequah High School (TAHLEQUAH, OK)". At the bottom left of the dropdown is "Ex: 2016" and at the bottom right is "Add Another Response".

- **Adding Additional Achievements/Involvements:** On the “Honors Section” and “PLC Section” tabs within the application, you will be asked to list up to 5 items in several sections. You will complete a section, then click “Add another Response,” found on the bottom right side of each item section. You may list up to 5 responses for each section, when prompted. If you wish to change a section, simply click “Remove Entry” and add another section.
- **Submitting your application:** Complete all applicable sections of your application. After completing your application to your satisfaction, proceed to the “Requirements” tab and click “Submit.” *You may save your application and return to it any time. You do not need to complete the application in one session.*



This box will appear. Click “ok” and you will be redirected to the “Recommenders” tab. You may now enter the contact information for you recommenders.

If you are applying for both President’s Leadership Class and Honors Scholarship Programs, please pay **careful attention** to which sections are marked PLC and Honors to ensure that your recommenders receive the correct form. **The forms are different and are specific to each program.**

When you have entered their information, please click “Send Invitation” on the right side of the page for **each** person. They will then be sent an email asking them to complete the form on your behalf.

Now, click “next” at the bottom of the page. You will be redirected to the “Requirements” tab. Be sure to now click “**submit**” once again to fully submit your completed application.

- You can check your application status in your [Self-Service Center](#).
- Your application status will show “Application Submitted” once everything is complete. If your application is still showing “Application in Progress,” you are missing something for your application. It may be as simple as clicking “**submit**” again.
- You can also track the progress of your recommendations in your [Self-Service Center](#). If a recommendation has a status of “Pending” the Recommender has not completed the recommendation form.
- To recall a specific Recommender, click “Cancel.” After you have cancelled that recommendation, you will be prompted to enter a new Recommender.
- You also have the ability to “Resend the Invitation” to a Recommender. This will send the Recommender another email inviting them to complete a recommendation form.



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