Welcome to the Aquinas College AwardSpring Scholarship application process!

Visit: https://aquinas.awardspring.com/ to begin.
**Scholarships** will show you a list of all scholarships that are being offered by your organization along with their respective award amounts and deadlines.

Click into a scholarship to see additional information.

**Scholarships - Community Service Scholarship**

Sign in or Register to apply.

**Overview**
For students who help their community.

**Qualifications**
- Must have at least 100 hours of community service.
TO LOG IN:

**Register:** You do not have an account. You will be directed to a registration page. If you are a current student, you can create your account using your Aquinas.edu email address. If you are an incoming freshman or transfer student, you can create your account using the email address you provided Aquinas College on your application.

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.
Click the **Start Application** button to begin filling out your application.

There are several tabs that make up the entire application. Complete all of them in order to submit your application.
You may see a Letter of Recommendation tab. This tool allows you to send a request for a letter of recommendation via email. The number of letters required is in bold.

Complete the required information and click the Send Request button. The recommender will receive an email request and will write or upload his or her recommendation letter directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.
Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application.
You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray Applied scholarships box to view the full list of applied scholarships.

Click Dashboard to return to your Dashboard to view additional information or take further action.
You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Art Portfolio and Community Service scholarships, but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

In this example, the applicant needs to respond to an essay questions and upload a community service document in order to be able to apply for the Community Service Scholarship.
After completing all follow-up items for the scholarship, click the **Resubmit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.

You are all set! Financial Aid will provide you further direction if it is needed.