


2018-2019 Scholarship Application Instructions

- 1) Select the “MSU Billings Scholarship Application” link on: www.msubillings.edu/scholarships



MONTANA
STATE UNIVERSITY BILLINGS

MENU

APPLY • VISIT • GIVE

Scholarships for University & City College Students

Apply for Scholarships

Annually, MSU Billings awards over \$1.65 million in scholarships!

Incoming freshmen and new transfer students must apply for admission at the University or City College campus before completing the scholarship application. Once the Office of Admissions & Records receives your application, a letter with your MSUB student id number will be sent to you. Please include your MSUB student id on your scholarship application.


Scholarship Application Links

- [MSU Billings Scholarship Application](#)
- Chancellor's Excellence Scholarship for Freshmen
- Yellowjacket Excellence Program
- Western Undergraduate Exchange Scholarship
- ASMSUB Child Care Scholarship
- Noyce Scholarship

Scholarship Lists

- Outside Scholarships (PDF)
- MUS Scholarship Search Tool
- U.S. Dept of Labor Search Tool

500+ awards ranging from \$200 book scholarships to FULL TUITION




9/11 Memorial Scholarship

In honor of the 10th Anniversary of 9/11 and the creation of the 9/11 memorial at City College, we have created three 9/11 scholarships for the 2017-2018 school year.

Eligible candidates for the \$500 scholarships are currently enrolled (and will be enrolled in spring 2018) students in paramedicine, fire science, and criminal justice. One \$500 scholarship will be awarded to a student from each program, and it will be applied to their spring 2018 semester.

Application deadline is Friday, November 3rd, at 5:00 p.m.

to apply, visit msubillings.edu/911scholarship



- 2) Select “Click here to Apply for Fall 2018 & Spring 2019”:



MONTANA
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APPLY • VISIT • GIVE

MSU Billings Scholarship Application

Apply for Scholarships

Incoming freshman student scholarships will be awarded on an on-going basis beginning in December. Priority will be given to those who apply by February 1.

For all other students, priority will be given to complete applications received by February 1.

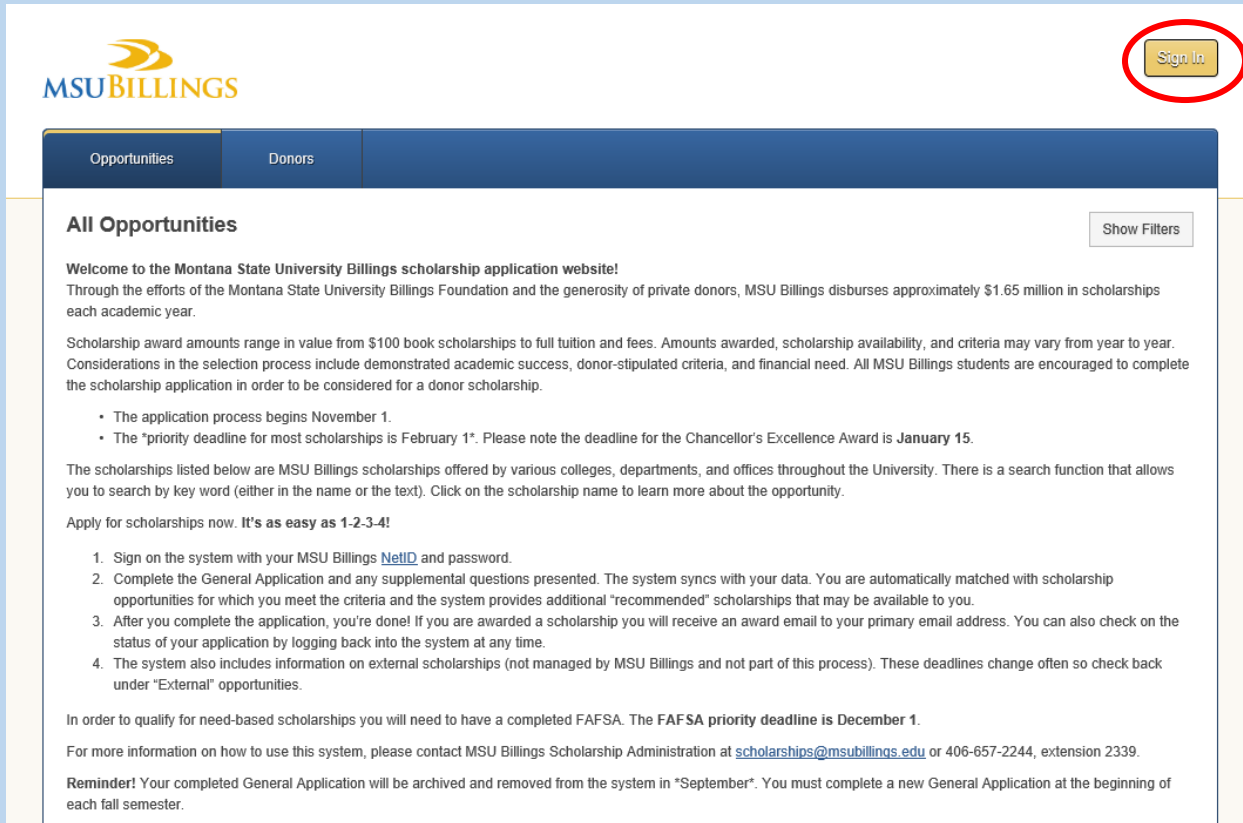
Before you start:

- Make sure you are admitted to MSU Billings and know your NetID. To access the scholarship application you will need your NetID.
 - You can find your NetID by logging into your MyInfo Account (also referred to as your Secure Area).
 - [Get information on how to log into your MyInfo Account](#)
 - [Get information on how to look up your NetID once in your MyInfo account](#)
- Write a statement (500 words or less) that describes your current involvement in community and/or school activities, work experience, educational goals, and any other relevant information you would like the scholarship committee to consider. This is your opportunity to make an impression on the committee and explain why you deserve a scholarship. *We recommend that you write your statement in an external document (e.g. Microsoft Word) before entering the online application and copy/paste into the text box.*
- Identify three (3) people who will submit an electronic letter of recommendation (you will need to submit their email addresses with your on-line application). *Letters of recommendation should be from a professor (teacher), advisor (counselor), employer or other non-relative who can attest to your academic achievements and abilities.*

» [Click here to Apply for Spring 2018](#)

» [Click here to Apply for Fall 2018 & Spring 2019](#)

3) Read through instructions and then select “Sign In” button:



MSUBILLINGS

Sign In

Opportunities Donors

All Opportunities

Show Filters

Welcome to the Montana State University Billings scholarship application website!
Through the efforts of the Montana State University Billings Foundation and the generosity of private donors, MSU Billings disburses approximately \$1.65 million in scholarships each academic year.

Scholarship award amounts range in value from \$100 book scholarships to full tuition and fees. Amounts awarded, scholarship availability, and criteria may vary from year to year. Considerations in the selection process include demonstrated academic success, donor-stipulated criteria, and financial need. All MSU Billings students are encouraged to complete the scholarship application in order to be considered for a donor scholarship.

- The application process begins November 1.
- The *priority deadline for most scholarships is February 1*. Please note the deadline for the Chancellor's Excellence Award is **January 15**.

The scholarships listed below are MSU Billings scholarships offered by various colleges, departments, and offices throughout the University. There is a search function that allows you to search by key word (either in the name or the text). Click on the scholarship name to learn more about the opportunity.

Apply for scholarships now. **It's as easy as 1-2-3-4!**

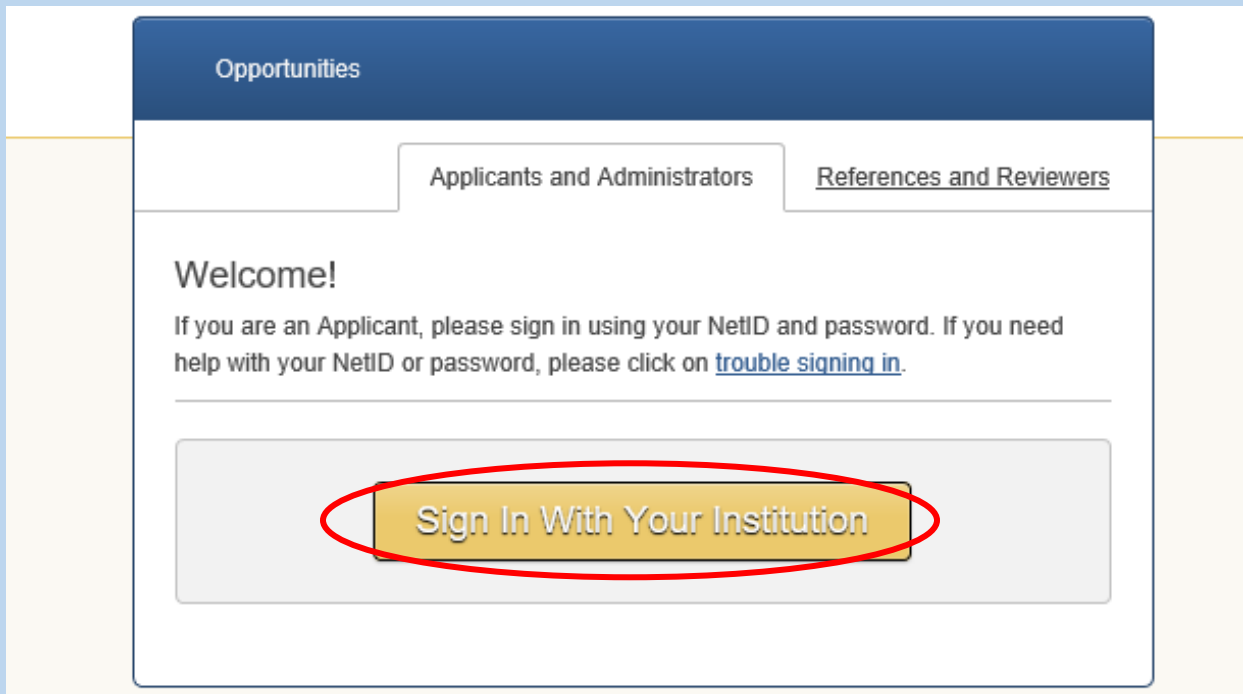
1. Sign on the system with your MSU Billings [NetID](#) and password.
2. Complete the General Application and any supplemental questions presented. The system syncs with your data. You are automatically matched with scholarship opportunities for which you meet the criteria and the system provides additional "recommended" scholarships that may be available to you.
3. After you complete the application, you're done! If you are awarded a scholarship you will receive an award email to your primary email address. You can also check on the status of your application by logging back into the system at any time.
4. The system also includes information on external scholarships (not managed by MSU Billings and not part of this process). These deadlines change often so check back under "External" opportunities.

In order to qualify for need-based scholarships you will need to have a completed FAFSA. The **FAFSA priority deadline is December 1**.

For more information on how to use this system, please contact MSU Billings Scholarship Administration at scholarships@msubillings.edu or 406-657-2244, extension 2339.

Reminder! Your completed General Application will be archived and removed from the system in "September". You must complete a new General Application at the beginning of each fall semester.

4) Select “Sign In With Your Institution” button:



Opportunities

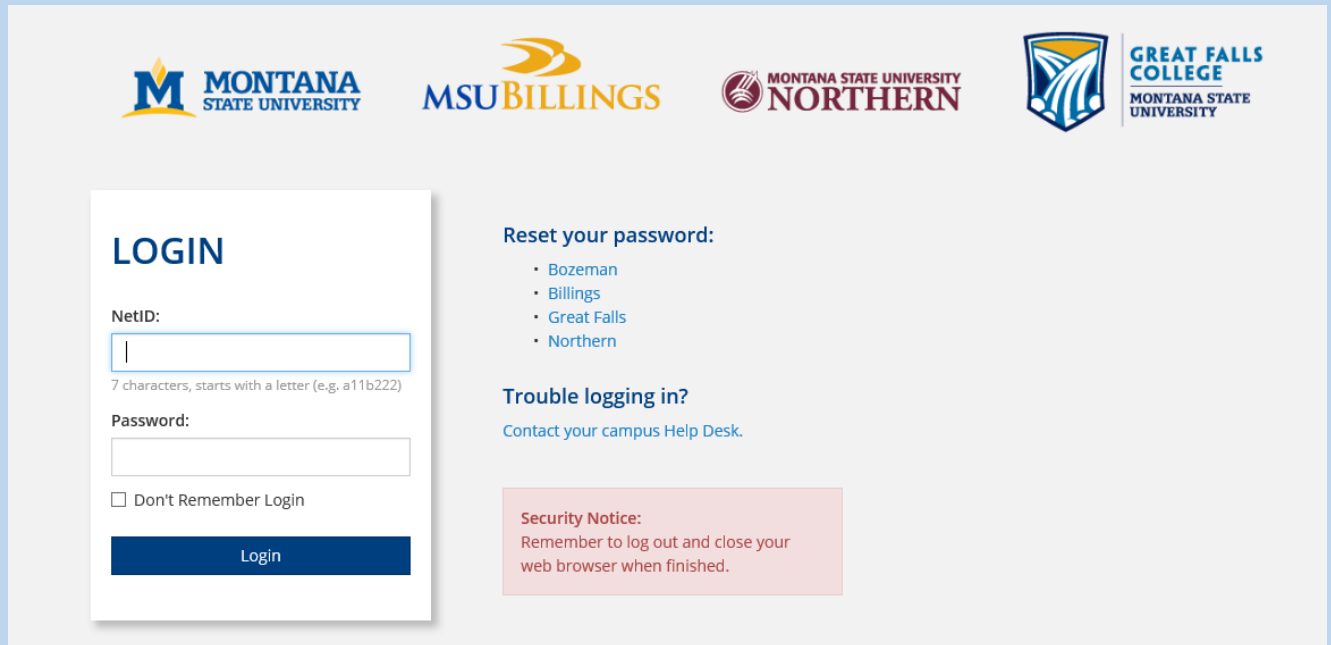
Applicants and Administrators References and Reviewers

Welcome!

If you are an Applicant, please sign in using your NetID and password. If you need help with your NetID or password, please click on [trouble signing in](#).

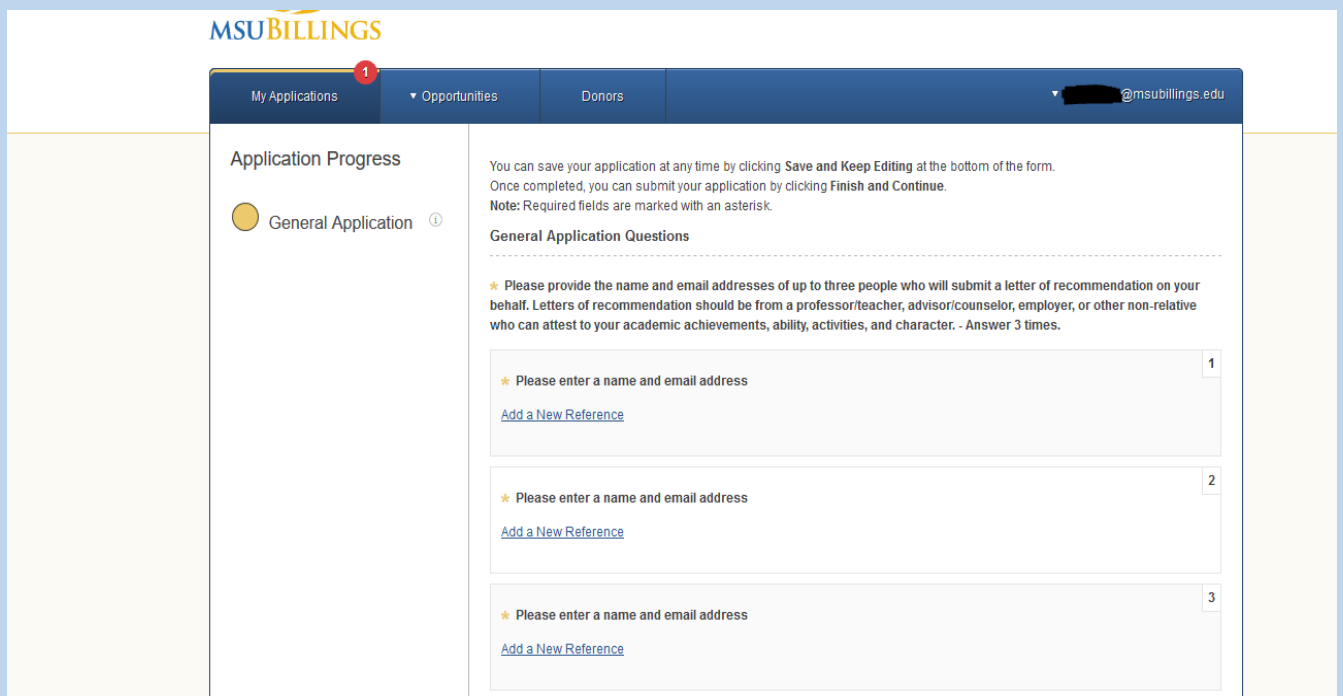
Sign In With Your Institution

5) Login with NetID. (if unsure of NetID or unable to login select “Contact your campus Help Desk” under “Trouble logging in?”):



The login page features the logos of Montana State University, MSU Billings, Montana State University Northern, and Great Falls College Montana State University at the top. The main login section includes a 'LOGIN' heading, a 'NetID:' label with a text input field, a password hint '7 characters, starts with a letter (e.g. a11b222)', a 'Password:' label with a text input field, and a checkbox for 'Don't Remember Login'. A blue 'Login' button is at the bottom. To the right, there is a 'Reset your password:' section with links for Bozeman, Billings, Great Falls, and Northern. Below that is a 'Trouble logging in?' section with a link to 'Contact your campus Help Desk.' A red 'Security Notice' box states: 'Remember to log out and close your web browser when finished.'

6) Once logged in, the landing page appears with additional instructions:



The application progress page shows the 'MSUBILLINGS' logo at the top. A navigation bar includes 'My Applications' (with a red '1' badge), 'Opportunities', and 'Donors'. The user's email '@msubillings.edu' is visible in the top right. The 'Application Progress' section shows 'General Application' as the active step. Instructions state: 'You can save your application at any time by clicking Save and Keep Editing at the bottom of the form. Once completed, you can submit your application by clicking Finish and Continue. Note: Required fields are marked with an asterisk.' The 'General Application Questions' section contains three numbered reference prompts, each with a text area and an 'Add a New Reference' link.

- 7) The General Application starts by asking the student to provide three references' names and email addresses. Once the application is submitted these references will receive a follow-up email asking for them to login and provide a referral:

Who can attest to your academic achievements, ability, activities, and character? Please enter a name and email address

1

Add a New Reference

Reference Name Reference Email

2

Add a New Reference

Reference Name Reference Email

3

Add a New Reference

Reference Name Reference Email

- 8) Select the applicable academic aid year from the drop down menu (please note that at MSUB academic years are defined in the order of Fall, Spring & Summer):

For which academic year are you applying for scholarships?

For which academic year are you applying for scholarships?

Academic Year 2018 - 2019

- 9) Parent/Guardian Information:

PARENT/GUARDIAN INFORMATION

1

1. Parent/Guardian First name:

2. Parent/Guardian Last name:

3. Address

4. City

5. State

10) Anticipated Enrollment Level for the Academic Aid Year:

FOR THE UPCOMING MSU BILLINGS ACADEMIC YEAR

Number of credits (PER SEMESTER) for which you plan on enrolling at MSU Billings:

- ☐ 15 + credits per semester (required for certain scholarships)
- ☐ 12 - 14 credits per semester
- ☐ 9 - 11 credits per semester
- ☐ 6 - 8 credits per semester
- ☐ 1 - 5 credits per semester

11) Household Size and Income questions:

* HOUSEHOLD AND FINANCIAL INFORMATION

How many people currently live in your household (including yourself)?

Please enter a whole number—no decimals or other symbols.

* How many people in your household will be attending college (including yourself)?

Please enter a whole number—no decimals or other symbols.

* What is your estimated annual family/household income?

- ☐ \$0 - \$30,000
- ☐ \$30,000 - \$60,000
- ☐ \$60,000 - \$90,000
- ☐ \$90,000 - \$120,000
- ☐ \$120,000 - \$150,000
- ☐ \$150,000+

12) Tuition Assistance Information:

Will you be receiving any tuition assistance from an employer or other source?

- ☐ Yes
- ☐ No

Please indicate your source of assistance:

Do you plan to live on campus?

- ☐ Yes
- ☐ No

13) Personal Status questions:

Do you plan to live on campus?

- ☐ Yes
☐ No

What is your current marital status?

- ☐ Married
☐ Single
☐ Divorced/Separated
☐ Widowed



Are you a single parent?

- ☐ Yes
☐ No

Number of dependents that you support?


Please enter a whole number—no decimals or other symbols.

If necessary, please explain more about your financial situation (maximum of 200 words):

B *I*  

Help Preview Edit

Words Used: 0 out of 200

Example Formatting: ***bold***, *_italics_* • Full Screen 

14) Student Life and Academic History:

Are you planning to be involved in a student organization at MSU Billings in the 2018-19 year?

- ☐ Yes
☐ No

Please select the student organization(s):

Accounting Club
AIBL (American Indian Business Leaders)
Art Students League

^
▼

To select multiple items, hold control or command and click each one.

If you indicated "other", please provide the name(s) of student organization(s):

- **Student Life and Academic History (continued):**

<p>Have you attended an accredited college or university other than MSUB or City College?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Please provide your transfer information below:</p> <p>Cumulative Transfer GPA:</p> <div></div> <p>Please enter a number. You can use a decimal, but exclude any other symbols.</p> <p>Total Credits Earned:</p> <div></div> <p>Please enter a number. You can use a decimal, but exclude any other symbols.</p> <p>Graduation Date:</p> <div>MM/DD/YYYY</div> <p>Please enter a date formatted like MM/DD/YYYY.</p> <p>Degree Earned:</p> <div></div> <p>PREVIOUS COLLEGE</p> <div><div>1</div><p>1. Name of College</p><div></div><p>2. City</p><div></div><p>3. State</p><div></div><p>4. Dates Attended</p><div></div></div> <div>Add Another Answer</div>

15) Additional Information:

Are you registered with the programs shown below?

- ☐ Disability Support Services (DSS)
☐ Student Support Services/TRiO (SSS)
☐ Not at this time

Are you or were you ever in the Foster Care System?

- ☐ Yes
☐ No

Are you interested or actively working in the restaurant/hospitality industry?

- ☐ Yes
☐ No

Please indicate name of business(es):

If currently employed in the industry, please provide employment dates:

Are you related to any MSU Billings alumni?

- ☐ Yes
☐ No

Please indicate name(s) of alumni:

Relationship to you:

Are you yourself, or are you related to, a current or retired employee (faculty or staff) of MSU Billings, EMC, or the MSU Billings Foundation?

- ☐ Yes
☐ No

Please indicate name(s) of employee(s):

Relationship to you:

Department/Office:

Are you a member or related to a member of the IATSE Union Local 240 (International Alliance of Theatrical Stage Employees)?

- ☐ Yes
☐ No

Please indicate name(s) of member(s):

Relationship to you:

Are you an employee, spouse of an employee, or child of an employee of any of the following businesses? Check all that apply:

None/NA	▲
Briggs Distributing Co.	
Dick Anderson Construction	▼

To select multiple items, hold control or command and click each one.

Please indicated name(s) of employee(s):

Relationship to you:

- **Additional Information (continued):**

★ Are you a U.S. military veteran?

☐ Yes

☐ No

★ Are you actively involved in environmental advocacy?

☐ Yes

☐ No



★ Are you planning to study abroad at an institute of higher education for the next academic year?

☐ Yes

☐ No

16) Personal Statement and application submission:

Please write a personal statement (maximum 500 words) that describes your current involvement in community and/or school activities, work experience, educational goals, and any other relevant information you would like for the scholarship committee to consider. This is your opportunity to distinguish yourself to the scholarship committee. Share your story and explain your need for a scholarship.

B *I*  

Help Preview Edit

Words Used: 0 out of 500

Example Formatting: ***bold***, *_italics_* • Full Screen 

★ By submitting this application, I agree that the information entered is correct to the best of my knowledge. If selected for a scholarship, waiver, or exemption, I permit the release of my academic, financial, and biographical information to outside agencies (donors, hometown newspapers, college publications, etc.). - Answer 1 time.

★ 1. I agree

☐ Yes

★ 2. Name

★ 3. Date

Please enter a date formatted like MM/DD/YYYY.

1

17) Finish and Submit

✓ Your general application has been successfully submitted.

Application Progress

General Application

George H. Gloege & Randall G. Gloege Endowed Scholarship for Students Actively Interested in Protecting the Environment Application

Other Recommended Opportunities

Eligibility

- Applicants must be actively advocating for the environment.
- Applicants must have taken at least one course having connection to the environment.
- Preference given to students completing an upper division course.

George H. Gloege & Randall G. Gloege Endowed Scholarship for Students Actively Interested in Protecting the Environment Application

Great News!

Based on your general application, additional applications have been made available. Please complete the following to apply for all possible opportunities.

★ Name of course

1

Add Another Answer

18) If the answered provided on the General Application indicated that the applicant may be eligible for additional scholarships, the applicant will be directed to complete supplemental applications. While it is not required for the applicant to complete these supplemental applications, it is highly recommended in order to be considered for the most amount of scholarship funds. An example of a supplemental application is provided below:

Eligibility

- Applicants must be actively advocating for the environment.
- Applicants must have taken at least one course having connection to the environment.
- Preference given to students completing an upper division course.

George H. Gloege & Randall G. Gloege Endowed Scholarship for Students Actively Interested in Protecting the Environment Application

★ Which college courses have you taken that focus on the environment and environmental concerns? - Answer at least 1 and at most 4 times.

★ Name of course

1

Add Another Answer

★ Describe how you have actively advocated for the environment and your on-going commitment to environmental activism.

B *I* [List Bullets] [List Circles]

Help Preview Edit

Words Used: 0 out of 500

Example Formatting: ***bold***, *_italics_* • Full Screen

★ Please upload a working copy of your most recent grade transcript (an unofficial transcript).

[Add a New File](#)

19) The applicant receives an email stating the following:

Thank you for submitting your General Application application. You can view the details of this application by visiting the following link: [General Application](#)

Thanks!

MSU Billings Scholarship Administration
scholarships@msubillings.edu
406-657-2244, extension 2339

20) The applicant can check on application's status and/or update the information at any time by logging back into the application. To make an update, login and select "My Applications", and then select "Update" for the correct application. An example is provided below:

The screenshot displays the MSUBILLINGS application portal. At the top, the MSUBILLINGS logo is visible. Below the logo is a navigation bar with several tabs: 'My Applications' (highlighted with a red circle), 'Opportunities', 'Donors', and 'References'. The 'My Applications' section is titled 'Status' and contains three status boxes: 'Recommended Opportunities Submitted 0 of 9', 'Reference Letters Submitted 1 of 3', and 'General Applications Submitted 1 of 1'. Below the 'Status' section is a 'General Application' section. This section contains a box labeled 'Submitted' which lists 'General Application'. At the bottom of this box, the 'Update' button is highlighted with a red circle.

Please contact MSU Billings Scholarship Administration at scholarships@msubillings.edu or 406-657-2244, extension 2339, with any questions regarding the MSUB Scholarship Application.