



College of Arts and Sciences

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Guide for the 2019-2020 CAS Scholarship Application

Thank you for your interest in scholarships through the College of Arts and Sciences. This year we are using the Interfolio online system and have prepared this instructional guide for your reference as you complete and submit your application.

Before beginning your application, make sure to read the **Description, Qualifications, and Application Instructions** before applying. If you are a student athlete, please read the **Note to Student-Athletes**. When you're ready to continue, click on "Apply Now" (note: you will need to create an Interfolio account).

Application Steps

1. Documents Required (2 Confidential Recommendation Letters)

- In order to request recommendation letters, you must click 
- You will then click on the "Request a Recommendation" tab at the top and then click 
- You will need to add your recommenders to your contact list. Start by clicking in the text box underneath "Recommender" and click "add new." You can then enter your recommender's name and email address, then click "add." Do this for both of your recommenders.
- After adding your recommenders to your contact list, continue scrolling down to "Information for Your Recommender." The information will automatically fill in the information for the CAS Scholarship Competition, including **Due Date**, **Website link**, and the **Message to your Recommender**. You may also add "Supporting Materials," such as your resume, to help your recommender as they write your letter. You can then click: 
- You should see a confirmation page stating that your recommendation request has been sent successfully. Your recommender will receive an email at the address you provided with a link to upload their confidential letter. You can then click "Return to My Application."

2. *Personal Information*

- The System will ask for your Education information, including Highest Degree Earned (High School/GED), Receiving Institution (the high school you attended), and Date Earned. You may fill out this information or choose “I prefer not to disclose my educational information.”

3. *CAS Scholarship Application*

- You will then complete the CAS Scholarship Application. Please complete all required fields and answer all required questions.
- Questions 1-3 are required and ask you to list your honors/awards, reflect on your academic/professional goals and how you are pursuing these goals now, and any academic accomplishments/experiences.
- Question 4 is an optional essay question for the Malkenhorst First in Family Scholarship. Please complete this if you are a first-generation student and would like to be considered for this award.
- Question 5 is optional and allows you to list any other areas of employment, volunteer experience, or extracurricular activities that you would like the Selection Committee to note.

4. *EEO-1/Affirmative Action Voluntary Self Identification Form 2018-2019*

- This form may be disregarded by selecting “I prefer not to disclose” for each of the questions.

5. *Review*

- This page allows you to see your progress on your application. Once your application is complete, you may then select  to submit your application to the committee.

A NOTE ABOUT MANAGING YOUR RECOMMENDATION LETTERS

- At any time you may choose to re-send requests to your recommenders as reminders. If a recommender is unable to submit a letter for you, you may always update your contact lists by first removing an existing recommender and adding a new recommender as needed.

Scholarship specific questions should be directed to Dr. William Smith:

CAS Student Academic Services
Student Success Center
213 Life Sciences East
Stillwater, OK 74074
Phone: 405-744-5658
artsandsciences@okstate.edu