

# American Indian College Fund-Instructions for Students

**All students MUST complete the American Indian College Fund online web application for scholarship consideration.**

To access the application, students must go to the [American Indian College Fund website](#).

## Instructions

### 1. Log into AICF application

- First time users: Must establish an account before you can log in. Click 'Create a New Account'.
  - User ID must be a minimum of 8 characters (alpha only, no numeric or other)
  - Password must be a minimum of 8 characters (alpha/numeric)
- Previous users: Students that have applied online previously should use the same login and password.
  - If you cannot remember your password click on "Forgot Password"

### 2. Complete AICF Application

- There are (2) pages to the application.
  - You must complete both pages and hit "Apply for Scholarship" for the application to be submitted.
  - All required fields must be completed before you can move to the next page.
  - Your entries will only be saved after the page has been accepted.
  - **Enrolled Tribal members and descendants:** be sure to complete the Tribal Affiliation field.
- Students who have completed an online application previously must update information on the first page and submit a new essay on the second page.
  - An essay used in a previous application will not be considered. Delete the old essay and enter new.
  - Essays can be created in MS Word and then use the copy/paste command to put in the online essay.

### 3. Upload a Student Picture

- A picture is required for submission of your AICF application.
  - This picture is to be a head-and-shoulders photo only, similar to passport, driver's license and other official id photos. It may not include other people or extraneous things. **Failure to follow this instruction can result in elimination from consideration.**

4. Turn in check list and schedule your interview:

- Check List no later than 4:30 p.m. (Friday, February 9th by 4:30 pm) to:  
**Theresa Martin-Campus Commons ('Where We Share')**  
**Front Desk-Green Bay Campus**

Interviews are held

**Tuesday**, February 13, 2018 (8:30 a.m. – 4 p.m.) – Keshena Campus – Glenn Miller Hall Rm 201

**Wednesday**, February 14, 2018 (8:30 a.m. – 12 p.m.) - Green Bay Campus – Conference room

5. Complete the interview with Scholarship Committee

- Arrive at least 5-10 minutes early and communicate clearly
- If you fail to show for your interview you will not be considered for a scholarship.
- If you need to re-schedule interview you **MUST** contact:  
Theresa Martin- Keshena Campus  
Front Desk -Green Bay Campus  
**PRIOR** to your scheduled interview day.

**Scholarships will be awarded according to the following scale:**

Grade Point Average - 15%

Profile Statements - 20% (Essay, extracurricular activities and honors)

*(Grammar, punctuation and spelling will be taken into consideration, as well as content)*

Interview - 20%

Financial Need - 20%

Community Service - 25%

\*Please be aware that **some** scholarships have specific requirements the college must meet such as: Enrolled in a specific program, Male / Female, American Indian.