How to Apply for UHCL Scholarships

UHCL offers a variety of Continuing/Current UHCL Scholarships. Some depend on specific program of study, and general scholarships are available to students in any major. All UHCL scholarship applications will be available in E-services beginning February 1, 2017. The application period will close on February 28, 2017. For more information about all UHCL Scholarships, visit our webpage at www.uhcl.edu/finaid.

Application Deadline: February 28, 2017, 5:00pm CST

To apply for UHCL Scholarships, follow the steps below. Please note that if any scholarships require additional documentation (i.e. essay), you should have that prepared before you begin the application.

Before you start!
You will need your User ID (your student ID number) and Password to access E-Services.

What is your User ID?
Your User ID is your student ID number.

Forgot your User ID?
1. Click on the Request My User ID link on the E-Services login page.
2. Click the Accept button under Terms and Conditions.
3. Enter Requested Information. You will be asked to answer one of two questions for validation.
4. Click on Get My User ID
5. Your User ID will be displayed and you may click on GO TO LOGIN page to login.

Forgot your Password?
1. Click on the Request A New Password link on the E-Services login page.
2. You will be prompted for your User ID. Click on Continue.
3. You will be prompted to complete the designated validation question.
4. Click on Email New Password. Your password will be sent to the designated preferred email address.
To apply for UHCL Scholarships, follow the steps below.

Before you begin, you must have any documents ready and available for you to upload. Once you click Submit, you will not be able to return to your application to attach additional documentation.

1. Log into E-Services at https://my.uh.edu
   a. Enter your User ID
   b. Enter your password
   c. Click on Sign In

2. Click on UHCL E-Services
3. In Learner Services box, click on **Financial Aid**

4. Click on **Apply for UHCL Scholarships**

5. In the Search Criteria box, check “Show me all scholarships I am eligible for.” Click **Search**. All scholarships that you can apply for will be listed.
   a. If no scholarships are listed, you are not eligible to apply for scholarships at this time.
      i. If you would like to see all scholarships that are available, regardless of your eligibility, do not check the “Show me all scholarship I am eligible for” box.
6. Click on Details to view scholarship eligibility criteria.

*Carefully review all requirements. Any required additional documentation should be ready to submit in final draft form BEFORE beginning the application. You will NOT be able to return to the application once it is submitted.*
### Scholarship Details

<table>
<thead>
<tr>
<th><strong>Scholarship Info</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
<td>00759</td>
</tr>
<tr>
<td><strong>Scholarship Title</strong></td>
<td>Alex Scholes Memorial</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>General Business, Marketing or Management</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>No specific requirement, but will be a factor</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Undergraduate (minimum 6 hours enrollment) Graduate (minimum 3 hours enrollment)</td>
</tr>
<tr>
<td><strong>Financial Need</strong></td>
<td>Financial need is not a factor</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Specifics**

**Additional Documentation**

**BEFORE you click on Apply, you MUST have any additional documentation ready to submit in final draft form. You will NOT be able to return to the application once it is submitted.**

**Apply**

**Return To Search**
7. Once criteria is reviewed and prepared, click on **APPLY**. This will take you to the application.

Before you click on Apply, you MUST have any additional documentation ready to submit in final draft form. You will NOT be able to return to the application once it is submitted.
NOTE: Your personal information (addresses, email, and academic information) will be automatically provided for you on the application.

8. Select the aid year that you are applying for the scholarship. Click on the magnifying glass icon to select the 2018 aid year.
9. Answer all questions listed.

Any required additional documentation should be ready to submit in final draft form BEFORE beginning the application. You will NOT be able to return to the application once it is submitted.

10. Click on Add Attachment to load your essay and your leadership activities document. Your document must be a Word document saved in .doc or .docx, or must be a PDF file. Any required additional documentation should be ready to submit in final draft form BEFORE beginning the application. You will NOT be able to return to the application once it is submitted.
11. In the pop-up window, click Browse, to select your saved document.

12. Click Upload once your document is selected.

Once your document is added, you can view or delete the file.
13. Click **Submit** after you have added ALL required documents and answered all questions. 

*Once you click Submit, you will not be able to return to your application.*

14. View the confirmation that your application has been submitted.