



## Arctic Education Foundation

### Initial Applicant's Guide to Submitting an AEF Scholarship Application

The AEF scholarship application can be easily submitted online:

- [www.arcticed.com](http://www.arcticed.com)
- Click on "Register" which will bring you to "Create a New Account"
  - Enter your personal email address and password you can remember
  - Social Security Number and Date of Birth – we use the last four of your SSN and date of birth to verify your eligibility with the Stock Dept.
  - Last Name, First Name, Middle and Maiden Names (if applicable)
  - Home Phone – first contact number; Other Phone – second contact number
  - PHYSICAL Address
  - MAILING Address
- If all information is correct and submitted, you'll be directed to the "Student Dashboard" then select "Scholarship Applications".
  - Please note that if there are no open scholarship applications at the time of applying, nothing will show here. Contact us and we can tell you when our next application opens.
- Select the application (Either Fall, Spring Sem/Winter Qtr, Spring Qtr, Summer)
- Select the school on our drop down menu. If your school is not listed, select "Other"
- Select whether your school is Semester-based or Quarter-based
- Select your class status (Freshman, Sophomore, Junior, Senior, Grad, Other)
- Select whether you are Full Time (12 credits or more) or Part Time (11 credits or less)
- Select your housing – "On Campus" if you are living in campus housing or "Off Campus" if you are renting an apartment/house **OR** select "Own Home or with Parents" if you own your home or live with family.
- Enter your Expected Graduation Date (two years ahead, four, etc.)
- Enter your Major and Minor, if you are not sure what you want to study enter "General" or "Undeclared"

#### Eligibility

- Enter how you are associated with Arctic Slope Regional Corporation – Original 1971 Shareholder or Direct Lineal Descendant of an Original 1971 Shareholder (shareholder or non-shareholder). If you select direct lineal descendant, please enter your genealogy/family tree.
- Enter whether you have a high school diploma or GED and your school information
- Enter your tentative three references who will write you a letter of recommendation
- Write a short paragraph describing your personal plans once you've completed your higher education

#### Documents

- Once your application is submitted, you'll have the option to upload your high school transcript, three letters of recommendation, acceptance letter, financial need sheet and scholarship agreement. You will have *six weeks* after the application deadline to submit these documents.