

# Scholarship Application Instructions

## Labovitz School of Business and Economics

The LSBE scholarship application for the 2016-17 academic year is online. You must be enrolled at UMD in LSBE at an undergraduate level for one or more semesters during the 2016-17 academic year. Please Note: pre-business and pre-accounting students can apply.

### INSTRUCTIONS:

1. Go to the LSBE Students Awards & Scholarships web site (<https://lsbe.d.umn.edu/awards/awards.php>), and click on “LSBE Online Scholarship Application.”
2. Sign into the application system with your internet ID (x.500 username) and **your** password. Click on “Submit.”
3. To begin the application, click on “View Available Scholarships”. You will see a list of the scholarships available for the next academic year. To complete the application form, select “Application Process” from the menu on the left side of the page. On the list of scholarships displayed, select “Yes” to apply for a scholarship – *to be certain you apply for all of the scholarships for which you qualify*, read the description and requirements provided. When you are done with this page, proceed to the NEXT page to provide your name, contact information, major(s), minor(s), GPA, and enrollment status for next year; also, be sure to answer the specific “yes/no” questions on this page.

**IMPORTANT:** If your major/minor on record in the university system is not identical to the major(s) and/or minor(s) you indicate on your scholarship application, please contact LSBE Advising and Academic Affairs to update your record. Pre-majors will remain coded as pre-majors until officially admitted to candidacy.

4. You are required to provide detailed information on the following pages. This information is used for the decision making process for the scholarships. Please be as complete and clear as possible.
5. When you click SAVE you will have saved that page of the application. Once you have completed and saved a page click NEXT to proceed. If you click on SAVE and QUIT, this saves that page and logs you out of the application system. You can return later to finish the application.
6. Please proof your application carefully before the final submission. You must upload a copy of your resume (you will not be allowed to finalize your application without this). When complete, you **must** click on SUBMIT APPLICATION to finalize. The system will display a message to inform you that your application has been received. **Please note that once you submit your application you will no longer be able to edit the content of your application.** If you do not click the SUBMIT APPLICATION button, your application will not be included in the applicant pool.
7. Remember to log out of the application system. This is done by clicking the Logout from the menu on the left.

8. NOTE: Several scholarships require a short essay to provide additional information to donors. Use the “LSBE Scholarship Essay Form” located on the LSBE Students Awards & Scholarships web site and follow the directions provided (<https://lsbe.d.umn.edu/awards/awards.php>).
  
9. NOTE: Several scholarships require letters of recommendation. Recommendation letters should be addressed to the LSBE Committee for Awards, Recognition, and Excellence (CARE) and emailed or delivered to the LSBE Advising and Academic Services Office:  
Mackenzie Bolf  
111A LSBE  
1318 Kirby Drive  
Duluth MN 55812  
[mbolf@d.umn.edu](mailto:mbolf@d.umn.edu)

**The scholarship application DEADLINE is Friday, February 5, 2016 by 11:59 PM – “NO EXCEPTIONS”**