

## SCI-Arc Continuing Students Scholarships 2021-2022

**DEADLINE TO SUBMIT: Monday, May 17, 2021 by 12:00pm (PST)**

### **OVERVIEW**

Currently enrolled undergraduate and graduate students who plan to continue full-time for the 2021-2022 academic year are eligible to apply.

### **EVALUATION CRITERIA**

Portfolio of **all** SCI-Arc work = 30 points

Academic Achievement = 30 points

Financial Need = 30 points

Letter of Recommendation = 10 points

### **APPLICATION MATERIALS**

**DEADLINE TO SUBMIT: Monday, May 17, 2021 by 12:00pm (PST)**

Applicants must complete and submit the following materials to be considered:

**PART I:** Application Form and Digital Portfolio.

**PART II:** All required Financial Aid documents for 2021-2022.

**PART III:** One (1) Scholarship Recommendation Form (Letter of Recommendation) from either your current or your most previous term SCI-Arc design studio instructor.

Detailed instructions on who submits, how to submit, and where to submit each part of the three (3) parts of scholarship application are available below.

**Incomplete or late applications will *not* be accepted.**

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### **SCHOLARSHIP APPLICATION FORM AND DIGITAL PORTFOLIO**

**Step 1:** Download the Scholarship Application Form from [MySCI-Arc](#).

**Step 2:** Fill out the Scholarship Application Form completely.

**Step 3:** Attach the completed Scholarship Application Form to the FRONT of your digital portfolio; your Scholarship Application Form and digital portfolio must be a single PDF.

**Step 4:** Upload your PDF after following the instructions and requirements below.

NOTE: The digital portfolio required as part of the Continuing Student Scholarship application is separate from the required Gateway Portfolio for 2B, 4B, 1GB, and 2GBX students; students must upload separate portfolios for these submissions.

### **UPLOADING INSTRUCTIONS**

URL: [portfolios.sciarc.edu](http://portfolios.sciarc.edu)

LOG-IN: MySCI-Arc username & password.

FOLDER: Click on the folder labeled "Continuing Student Scholarship Portfolios". Upload into the folder with your level (e.g., 2B students should upload into the folder titled "2B"). This folder will become unavailable after the posted deadline of Monday, May 17, 2021 at 12:00pm (PST).

## **PORTFOLIO REQUIREMENTS**

File Name: SCIArcID#\_LastName\_FirstName.

*Only one file per student will be accepted.*

## **FORMAT**

The file format for upload must be a *single file Adobe PDF*, **maximum 100mb** Files that are over the size limit will not be accepted. Use compression settings that retain line work and image quality while meeting file size requirements.

**FINANCIAL AID:** Submit a PDF of the completed form via email to Marisela at financial aid [marisela@sciarc.edu](mailto:marisela@sciarc.edu)

**Domestic Undergraduate Students:** You must complete [FAFSA](#) AND [the 2021-2022 SCI-Arc B. Arch Financial Aid Forms](#).

**Domestic Graduate Students:** Please complete [FAFSA](#) AND [the 2021-2022 SCI-Arc M. Arch Financial Aid Forms](#).

**International Students:** You must complete the [SCI-Arc Student Supplemental Application](#):

- You do not need to check either for the “Work-Study” or “Private Loan” question.
- For the references, please list family or friends who can vouch for your special circumstances.

## **SCHOLARSHIP RECOMMENDATION FORM (LETTER OF RECOMMENDATION)**

Faculty must complete the Scholarship Recommendation Form (available on My SCI-Arc) and submit it via email to Andrea Young, Academic Affairs Coordinator, at [andrea\\_young@sciarc.edu](mailto:andrea_young@sciarc.edu)

Recommendation letters must be received from either the student's your current or your most previous term SCI-Arc design studio instructor studio instructor only; letters from other faculty will not be accepted.

Students are responsible for obtaining and ensuring receipt of all application materials, including following up with their recommender to ensure they have submitted the requested Scholarship Recommendation Form (Letter of Recommendation).

The Application Form and Digital Portfolio, Financial Aid Forms, and Letter of Recommendation are all due **NO LATER THAN 12:00PM on MONDAY, MAY 17, 2021.**  
NO EXCEPTIONS. The uploader folder will close at 12:00 pm.

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## **Frequently Asked Questions**

1. Does my Scholarship Recommendation Form (Letter of Recommendation) have to be from my most recently completed studio faculty?

**Your recommendation can be from either your current or your previous term SCI-Arc design studio instructor studio instructor. Letters from other faculty will not be accepted.**

2. Can I request more than one Scholarship Recommendation Form (Letter of Recommendation)?

**No.**

3. Who do I contact if I am having trouble uploading my application materials?

**If you receive an error message, please read it carefully. The most common error is attempting to upload a file that exceeds 100mb. Reduce your file size before attempting to upload again. If you receive an error message that is not related to the file size, please email Andrea Young at [andrea\\_young@sciarc.edu](mailto:andrea_young@sciarc.edu)**

4. Can I use WeTransfer to submit materials?

**No.**

5. Who do I contact if I have questions regarding the Financial Aid forms?

**Click on the "Financial Aid" tab on My SCI-Arc and read all of the information posted there. If you have questions after you have done so, please contact Marisela De La Torre at [marisela@sciarc.edu](mailto:marisela@sciarc.edu) in the Financial Aid office.**

6. Will I receive confirmation that all of my application materials have been received?

**No; it is the student's responsibility to ensure that all application materials have been submitted. This includes following up with your studio faculty to confirm they have submitted the requested Scholarship Recommendation Form (Letter of Recommendation).**