

KOSCIUSKO COUNTY COMMUNITY FOUNDATION SCHOLARSHIPS

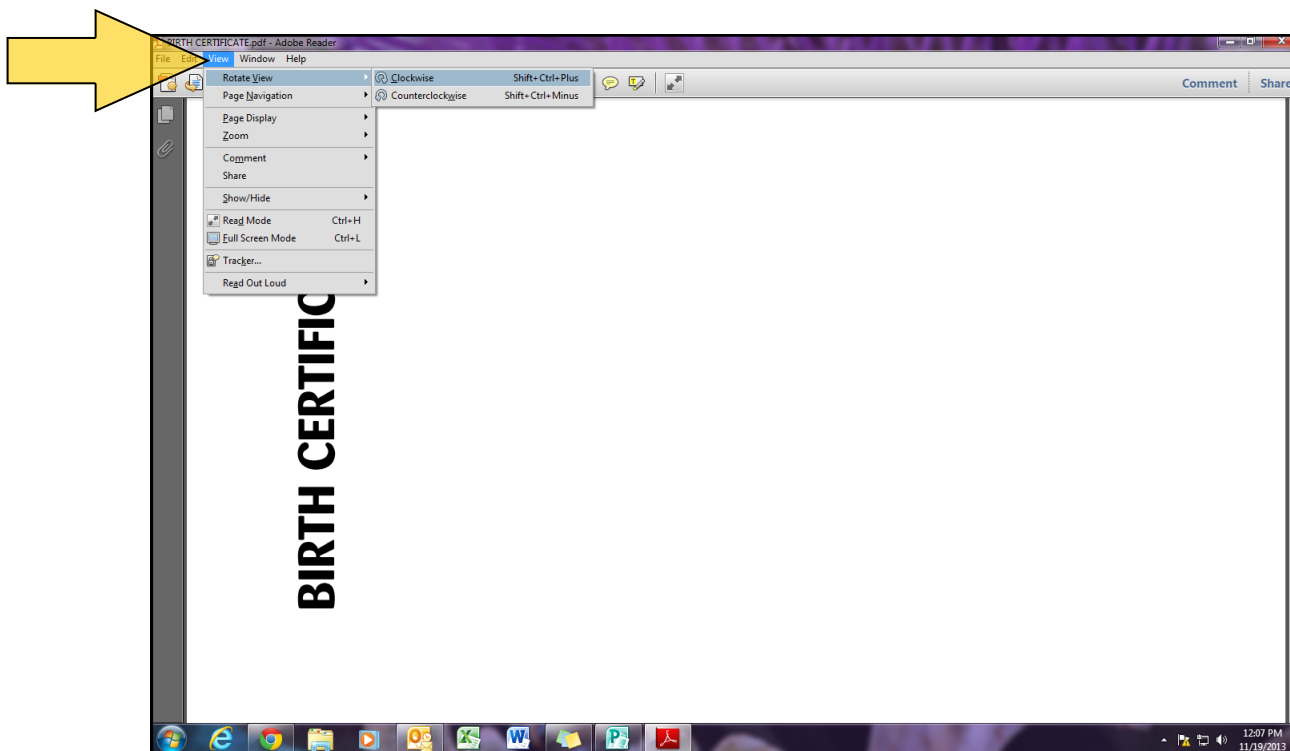
HOW TO UPLOAD REQUIRED ATTACHMENTS

In order to complete your scholarship application, you will be required to upload and attach the following documents. *All documents must be formatted as a **PDF** (.pdf file extension) or **JPEG** (.jpg file extension) unless otherwise noted:*

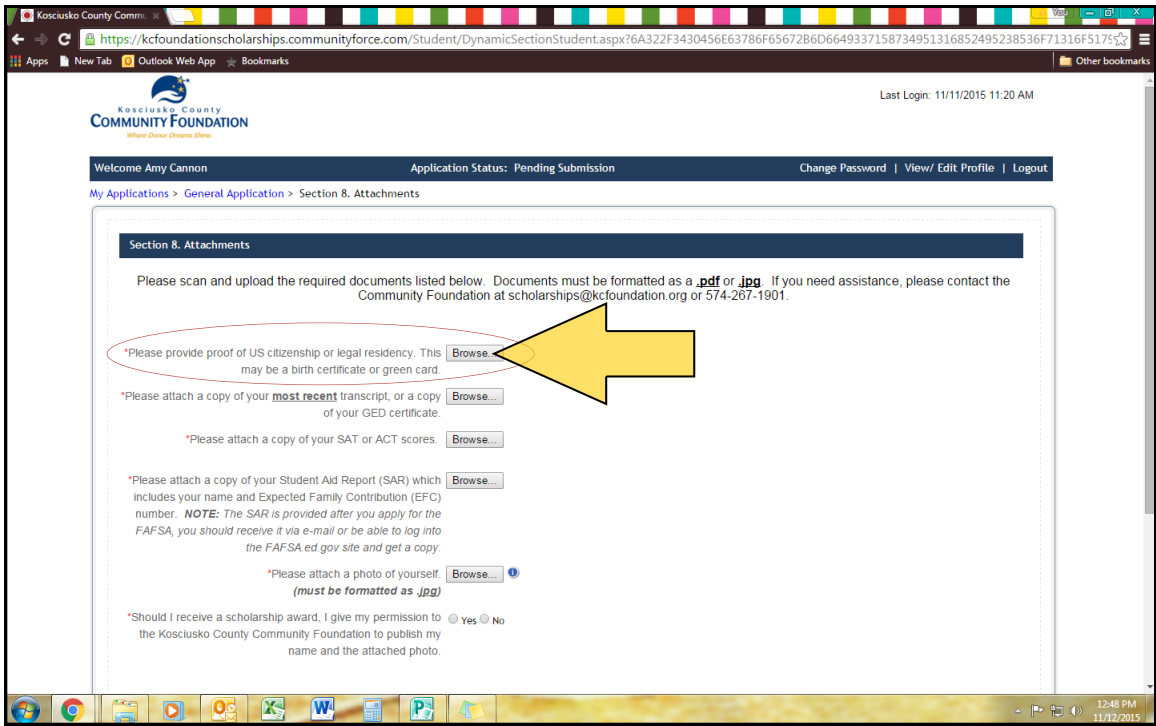
- Your most recent high school or college **transcript**. Many schools offer electronic versions that are already formatted as a .pdf.
- **SAT/ACT scores** if they do not appear on your transcript
- **FAFSA Student Aid Report** which must include your name and Expected Family Contribution (EFC) number. In many cases, this document is e-mailed to the student. It will just need to be saved as .pdf rather than .html.
- A high quality **photo** of yourself (*must be a .jpg*)
- Proof of U.S. citizenship or legal residency such as a **birth certificate or green card** which is required for some, but not all scholarship opportunities.

STEP 1. Scan your documents if you do not already have electronic versions. Files must be saved with a .pdf or .jpg file extension. Most students have access to scanners through their school or local libraries. **Don't have access to a scanner?** Call the Community Foundation at 574-267-1901 to set up an appointment for staff to scan your documents. An alternative to scanning is to take pictures of each document on your smartphone (see instructions at the end of this document).

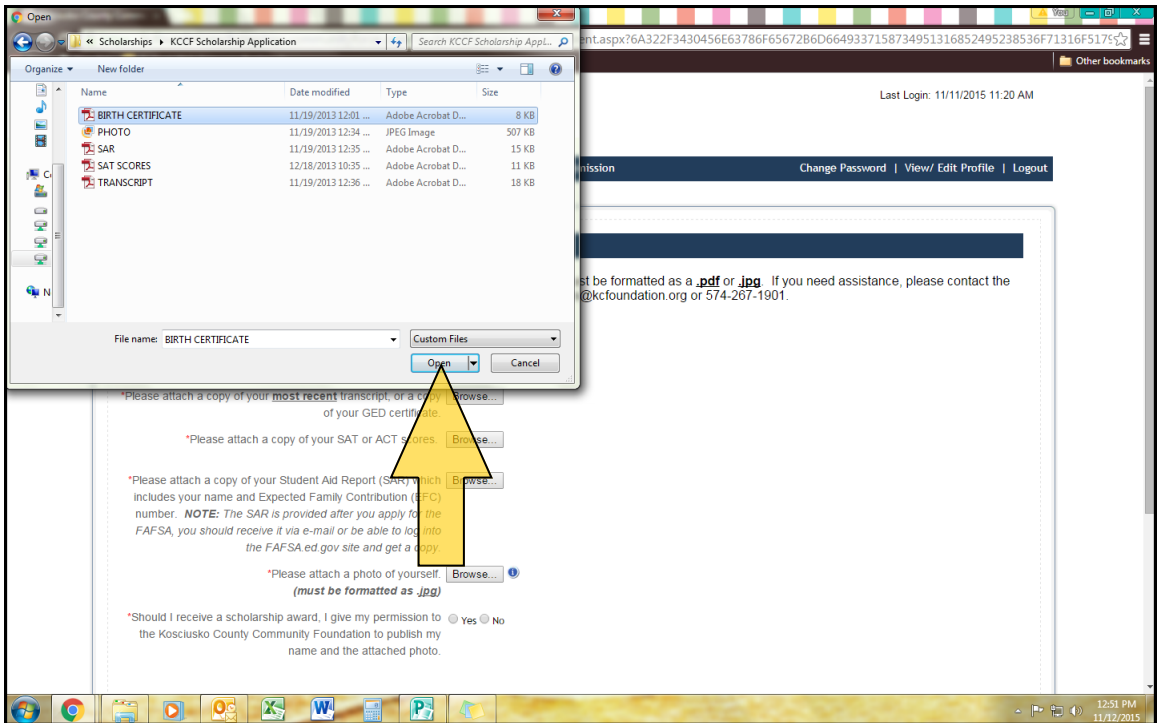
STEP 2. Preview your attachments to verify that they are upright and legible to reviewers. If not, click on "View" to rotate clockwise or counterclockwise. Then, save the file with an appropriate name and in a folder that is easily accessible to you. *We recommend saving all of your attachments to a USB drive so that they are easily accessible. The Community Foundation will provide USB drives to applicants who need one.*



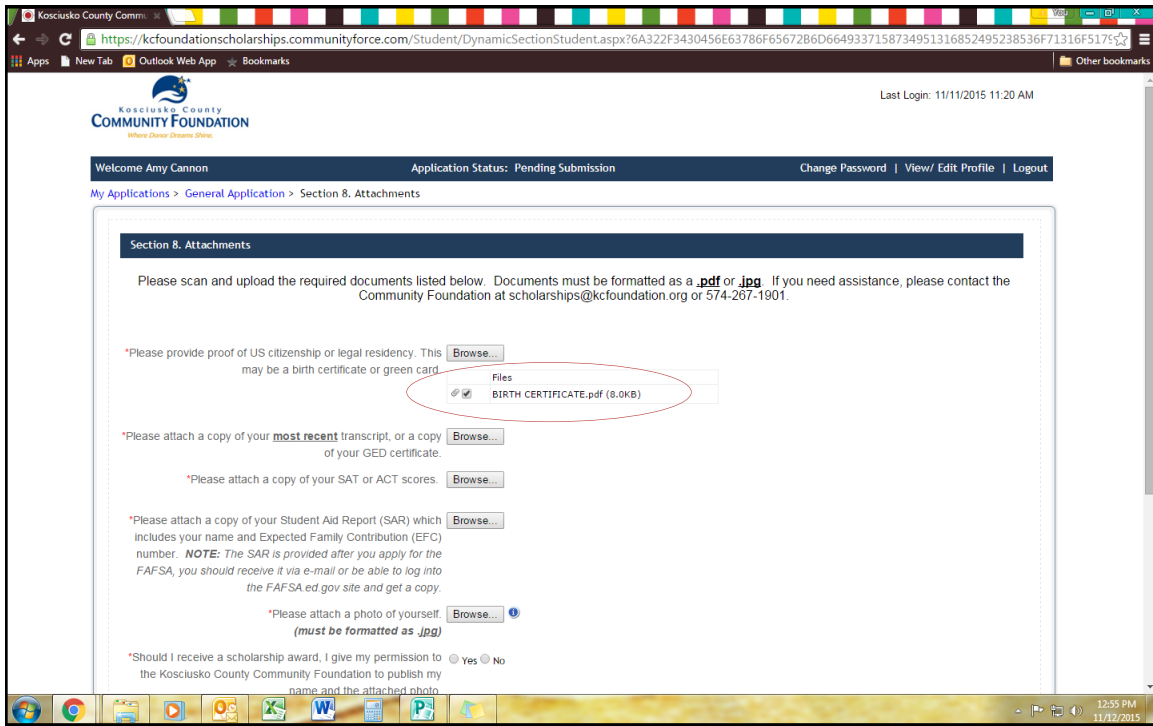
STEP 3. Login to your application and click on the icon for **Section 8. Attachments** to open that section of your application. Click on the *Browse* button next to the document that you are ready to upload.



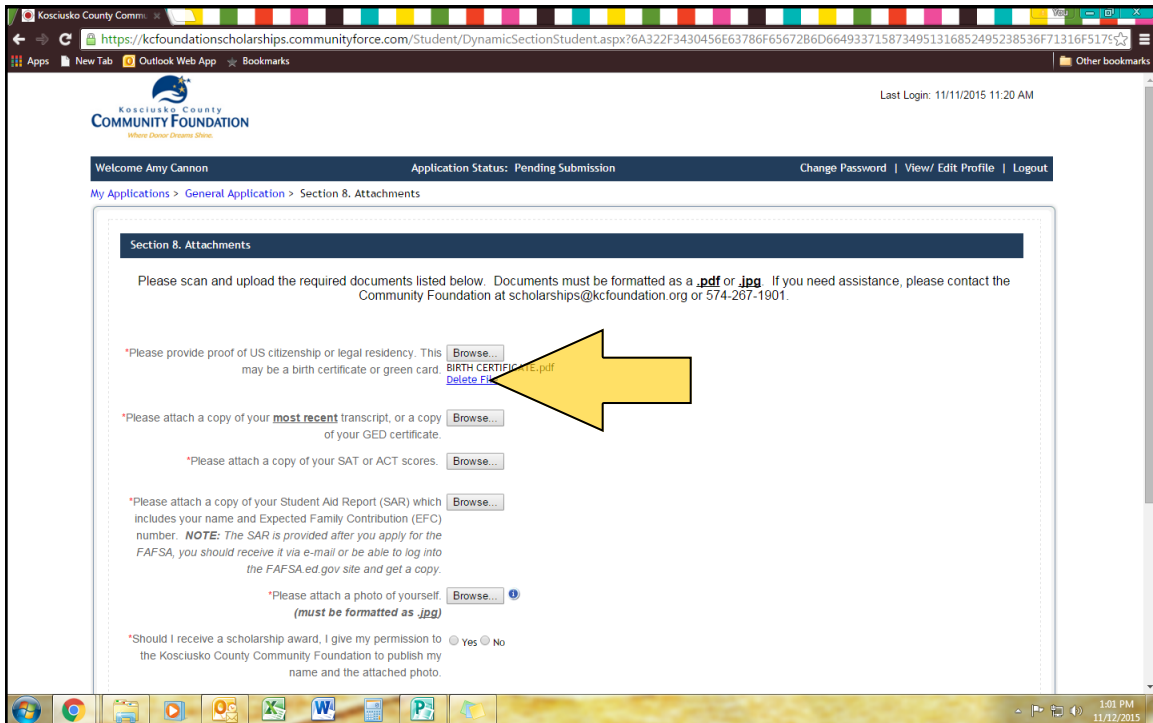
STEP 4. A dialog box will appear. Go to the folder that holds your required attachments and select the appropriate document. Double-click on the file or **highlight the file and click on the Open button.**



STEP 5. Allow the image to load. This may take a couple of minutes depending on the file size and internet connection. You will know that the image has been successfully loaded when there is a check next to the file name. Be sure to click the *Save* or *Save & Return to Dashboard* button to save the attachment to your application.



STEP 6. If you need to replace the existing attachment with a new file, return to Section 8. Attachments and click on “Delete File” below the file name. Repeat steps 2 through 5.



HOW TO UPLOAD PICTURES OF DOCUMENTS FROM A SMARTPHONE

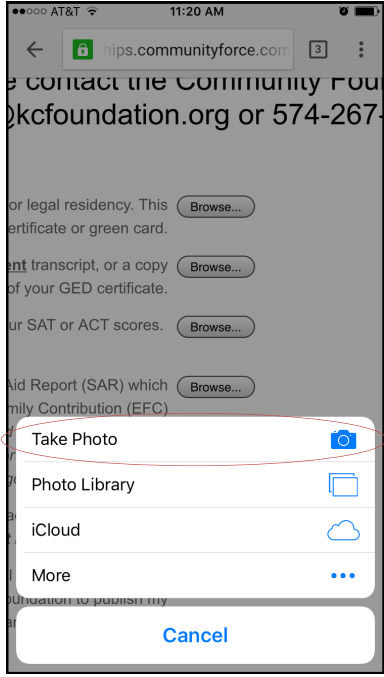
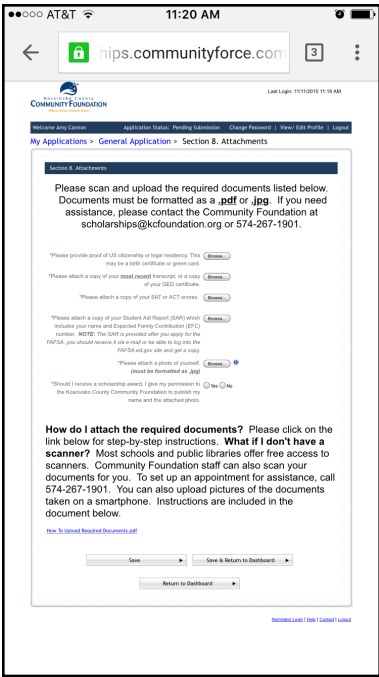
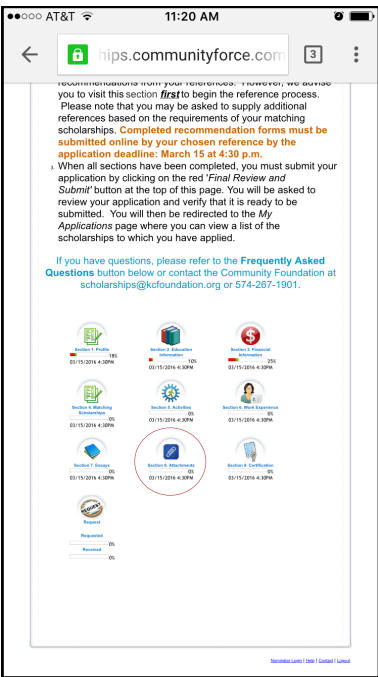
Disclaimer: Pictures of documents taken on a smartphone can be difficult for reviewers to read. The Community Foundation prefers that you use scanned images if possible. However, if you do not have access to a scanner or you are unable to visit the Community Foundation office in downtown Warsaw, pictures from a smartphone are an acceptable format to attach required documents to your scholarship application.

STEP 1. Login to your application using the web browser on your phone. You can access the application by going to <https://kcfoundationsscholarships.communityforce.com>. Once you are logged in, click on the *Apply* or *Continue with Application* button.

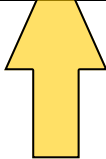
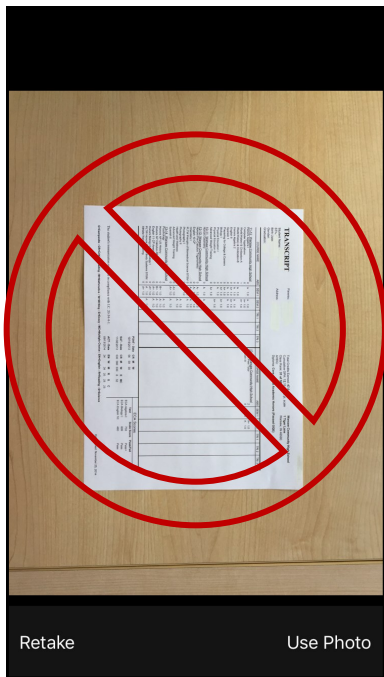
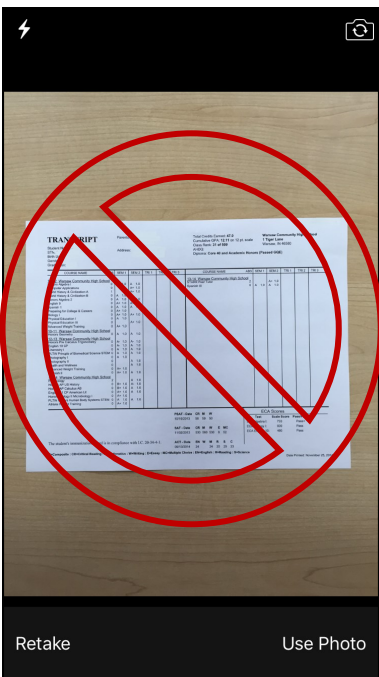
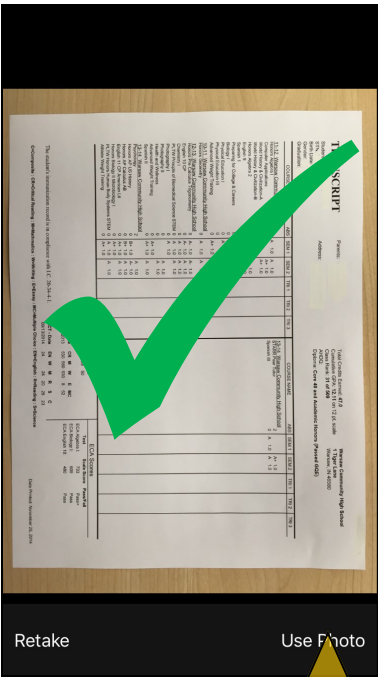
The screenshot shows the login page of the Kosciusko County Community Foundation Scholarship Application. The URL bar displays "https://kcfoundationsscholarships.communityforce.com". The page has a "Welcome" message and a "Search for Scholarships | Login" link. The "Login" section includes fields for "Email" and "Password", with a "Forgot Password?" link. Below the login fields, there are instructions for "New Applicants/First Time Users" and "Existing Applicants/Returning Users". A "Please Note" section emphasizes using a valid, active email address. At the bottom, there is a "Create New Account" button.

The screenshot shows the application dashboard after logging in. The URL bar displays "https://kcfoundationsscholarships.communityforce.com". The page shows "Total Scholarships: 2 / My Results: 2". A "General Application" section is visible, with a "Continue with Application" button highlighted by a yellow arrow. The dashboard also lists the "Lilly Endowment Community Scholarship" with its application date and deadline. At the bottom, there is a "DEADLINE TO APPLY: December 31, 2015 @ 4:30 p.m." and a "View more..." link.

STEP 2. Click on the icon for **Section 8. Attachments** to open that section of your application. Click on the Browse button next to the document that you are ready to upload. When prompted, click on the “Take Photo” option.



STEP 3. Take a picture of your document in good lighting. The document should fill the entire frame. If using a flash, be sure it will not cause a glare. Make sure your final image is not blurry and the information is readable when zooming. When you are satisfied, select “Use Photo.”



STEP 4. Allow the image to load. This may take a couple of minutes depending on the file size and internet connection. You will know that the image has been successfully loaded when there is a check next to the file name. Be sure to click the *Save* or *Save & Return to Dashboard* button to save the attachment to your application.


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hips.communityforce.com

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Last Login: 11/11/2015 11:18 AM

Welcome Amy Cannon Application Status: Pending Submission Change Password View/ Edit Profile Logout

My Applications > General Application > Section 8. Attachments

Section 8. Attachments

Please scan and upload the required documents listed below. Documents must be formatted as a **.pdf** or **.jpg**. If you need assistance, please contact the Community Foundation at scholarships@kcfoundation.org or 574-267-1901.

*Please provide proof of US citizenship or legal residency. This may be a birth certificate or green card.

*Please attach a copy of your **most recent** transcript, or a copy of your GED certificate.

Files

☒ image.jpg (2.0MB)

*Please attach a copy of your SAT or ACT scores.

*Please attach a copy of your Student Aid Report (SAR) which includes your name and Expected Family Contribution (EFC) number. **NOTE:** The SAR is provided after you apply for the FAFSA, you should receive it via e-mail or be able to log into the FAFSA.ed.gov site and get a copy.

*Please attach a photo of yourself. **(must be formatted as .jpg)**

*Should I receive a scholarship award, I give my permission to the Kosciusko County Community Foundation to publish my name and the attached photo. ☐ Yes ☐ No

How do I attach the required documents? Please click on the link below for step-by-step instructions. **What if I don't have a scanner?** Most schools and public libraries offer free access to scanners. Community Foundation staff can also scan your documents for you. To set up an appointment for assistance, call 574-267-1901. You can also upload pictures of the documents taken on a smartphone. Instructions are included in the document below.

[How To Upload Required Documents.pdf](#)

[Nominator Login](#) | [Help](#) | [Contact](#) | [Logout](#)