

# SCHOLARSHIP APPLICATIONS

## APPLICATION REQUIRED ENTRANCE AWARDS

New U of R students can apply for the Application Required Entrance Awards through the Student Awards Management System (SAMS) - these are sometimes called “SAMS awards” by guidance counsellors and university staff. In SAMS you will search the database, apply for awards, and view the status of your award applications.

## STEP ONE: CREATE AN ACCOUNT

If you do not know your U of R Student ID, you can leave that field blank; it is not required. Once you enter in all your information to create the account, a temporary password will be sent to your email address. Copy and paste that temporary password into the login section. Once you have logged in, you will be allowed to choose a new password that will be personal to you. Be sure to write down your login information!

## STEP TWO: SEARCH FOR AWARDS

Select “Awards Currently Accepting Applications.” Filter and search for awards that you are eligible for. Click on “Actions” and then “Filter,” using the drop-down options. Try some of the combinations below!

FILTER FIELDS	ENTRANCE AWARDS	FACULTY OF STUDY	AWARDS FOR ALL FACULTIES
<b>COLUMN</b>	Award Category	Faculty of Study	Faculty of Study
<b>OPERATOR</b>	Contains	Contains	Contains
<b>EXPRESSION</b>	Entrance	Your Faculty of Study* (ex: Nursing)	All

*\*This is listed on your acceptance letter. If you have applied for a competitive program, such as Nursing or Music Education, you can filter by both your first and second choice faculty and apply for awards in both areas. This ensures you have applied for relevant awards, no matter the decision on your application.*

Click on the scholarship to read the requirements. Each scholarship or award will consider different criteria for eligibility (ex: financial need, full-time status, references, academic achievement, extracurricular activities, etc). Some awards are faculty specific, while other awards are open to all students, no matter their area of study.

## STEP THREE: SELECT AWARD TO APPLY FOR

After reviewing the eligibility requirements, click on “Apply for Award.” This will add it to your scholarship shopping cart - the checkout comes later! Then, click on “Back to Inquiry” to return to your search.

Find all the scholarships that you want to apply for and add them into your shopping cart.

## STEP FOUR: FILL OUT THE APPLICATION

To get to your application, click the home button on the upper left-hand corner. Then click on “View My Application.” Use the “Save,” “Next,” and “Previous” icons on the right-hand side of the screen to navigate your application. **Do not click “Submit Application” until after you completed the requirements for each section and each award.** Once you submit, you cannot edit your application and you cannot apply for more scholarships until the following semester (though you can contact SAFA leading up to the due date to have your account unlocked).

**NOTE: You will fill out the information once and that information will go to the award that it is relevant for. For example, if you are applying for three awards that require a personal statement, you will write one personal statement, which will be used for all three awards requiring it.**

If a scholarship requires an additional statement or essay, there will be an “Other Requirement” listed under the name of the award, and it will provide a place to upload the additional documents required.

Complete the disclaimer section of the application. This authorizes the online system to access your student account and personal information in order to award any scholarship you receive. Be sure to save your progress as you go - this allows you to exit your application and finish it at a later time.

## STEP FIVE: SUBMIT APPLICATION



When all sections have been completed and saved, select “Click Here to go to the Final Submission Area” and follow the steps outlined on the final submission page.

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## APPLICATION TIPS

Follow the tips and tricks below in order to apply for SAMS scholarships, awards, and bursaries efficiently and effectively!

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### 1. READ THE ENTIRE SCHOLARSHIP DESCRIPTION

While this may sound obvious, it's important to read all the components of the scholarship and understand what it is asking for. This will help you to ensure that you provide all the information required for the award. It also helps you avoid spending time on applications that you are not eligible for.

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### 2. ORGANIZE THE REQUIREMENTS

Make a list of all the information you need to provide to apply for the scholarships. Some things may require extra time and effort (ex: reference letters), or you may need assistance to collect accurate information (ex: financial resources).

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### 3. EXTRA CURRICULAR VS. COMMUNITY/VOLUNTEER SERVICES

At the U of R, we separate extra curricular involvement and community/volunteer services into two sections. Extra curricular involvement includes any on-campus/in-school events, groups, clubs, or activities (ex: drama, volleyball, SLC, canteen worker, etc). Community/volunteer services include any off-campus/outside-of-school activities (ex: hockey team, church volunteer, camp counsellor, etc).

When completing these two sections, be as accurate as possible with start and end dates. If you are still participating in an activity, leave the end-date blank. Divide up your activities by organization and list all the positions within that organization in one entry. You can add as many records as you have activities for.

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### 4. PERSONAL STATEMENT

The personal statement is how you tell the selection committee why you are the best candidate to receive the award - so show off how great you are! This is where you demonstrate your strengths, accomplishments, talent, skills, and achievements as they pertain to the awards you are applying for.

If more than one award asks for a personal statement, you must write ONE personal statement that will address the criteria for EACH of the awards that are requiring it.

Be sure that you write clearly and concisely, while also responding directly to the skills, traits, and experiences that the award is asking of you. Watch for the word count - our personal statements can only be one-page in length maximum. This is a good section to have a parent, supporter, or teacher proofread the personal statement before you upload it.

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## 5. FINANCIAL DISCLOSURE

Financial need is calculated by considering the cost of your studies and the resources that you have to put towards those costs. Fill out this section to the best of your knowledge. In the "Expenses" section, estimate as best you can, the credit hours (number of classes) that you plan at this point to take in the fall. In the "Resources" section, if you are unsure if/how much you will be receiving in scholarships, awards, bursaries, or loans, put a zero.

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## 6. REFERENCES

Certain awards require a reference letter. Sometimes the awards specify who the reference should be, while others are more open. If the award does not specify this, be sure to find a reference who will know your work ethic, involvement, and dedication. Some examples of referees are: coaches, teachers, principals, volunteer coordinators, etc.

Reference letters must be sent directly to the U of R from the referee - you cannot submit the reference letters yourself. Have your reference sign and send their letter to Student Awards & Financial Aid via mail, fax, or email by the application deadline. Ask your reference far in advance of the application deadline and provide them with a description of the award.

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## SAMS WORKSHOPS

We offer SAMS scholarship workshops every winter virtually and on-campus. During these sessions, students will be guided through the application process and provided with tips on effective application techniques. Be sure to visit our website for workshop dates: <https://www.uregina.ca/cost-aid/funding/undergraduate-scholarships/tips-and-help.html>

### Did you know that we can offer workshops at your school?

Guidance counsellors can book a workshop by contacting their regional recruiter or by contacting [enrolment.services@uregina.ca](mailto:enrolment.services@uregina.ca).



# MARCH 15

The date that **Application Required Entrance Scholarships & Awards** are due.

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## QUESTIONS? WE'D LOVE TO HELP!

### Student Awards & Financial Aid

[safa@uregina.ca](mailto:safa@uregina.ca)  
1-306-585-4591  
1-800-644-4756

