

To apply for scholarships, you should first have a JJC Student Identification number. This number is issued to you when you complete a JJC student application form. This can be found at www.jjc.edu/admissions

Consider these documents on our website:

- Review the **Frequently Asked Questions**.
- Review the **Completing Essay Questions** document for tips on answering questions.
- *Prepare* all documents you will need to upload or copy to your application

Steps to applying for scholarships:

- At www.jjc.edu/scholarships, click on the link <https://joliet.awardspring.com/>
- Click on "Register" if you are applying for the first time or login with you JJC email address if you have applied previously.
- Begin your application 24-48 hours after receiving your student ID number.
- You will see five tabs along the left side of the application: "**General Information**", "**Academic Information**", "**Financial Information**", "**Qualification Questions**" and "**Free Form Questions**"
 - Answer all questions on all tabs as they appear.
 - Be sure all information is accurate.
 - You may update/complete your application until the application deadline.

Please note: On the "Free Form Questions" tab

- See **Completing Essay Questions** on our website - you will answer three Free Form Questions. These questions will ask about your current educational and career plans, your school and community participation, and any extenuating financial circumstances.
- Word count is indicated for each question.

When you have completed all tabs, the SUBMIT button will be highlighted; you must click on it to submit your application. If you are not ready to submit your application, log out (drop-down button next to your name at the top right) and finish another time.

Once submitted, you will see two headings:

- "Applied Scholarships" shows scholarships that were automatically applied for by the system based on your criteria. You can click on the scholarship name for further details.
- "Items requiring completion" are scholarships that you qualify for, but require additional information, such as uploaded documents or answer to additional questions.

Should you have questions regarding the AwardSpring website, please call 888-258-2658, choosing option 2.