

SCHOLARSHIPUNIVERSE

STUDENT GUIDE

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Introduction to ScholarshipUniverse

What is ScholarshipUniverse?

ScholarshipUniverse is Missouri S&T's official tool for finding scholarships. It helps make the process of searching and applying for scholarships simple and easy. You can match with over 900 S&T scholarships and more than 17,000 from outside organizations—all in one place. ScholarshipUniverse is your go-to tool for finding scholarships that fit your unique needs.

How does it work?

ScholarshipUniverse asks questions about things like your academic interests, extracurricular activities, and more. Then it uses your answers to match you with scholarships you qualify for. After you make an account and answer some questions, you'll see a list of scholarships you can apply to. The more questions you answer, the more scholarships you'll be matched with.

Why should you use it?

ScholarshipUniverse makes finding scholarships easier. It puts all your scholarship options in one place, so you don't have to search all over the internet. As you answer a few simple questions, the system finds scholarships that match you. It even checks outside scholarships to make sure they're real and safe. With ScholarshipUniverse, staying organized and applying to scholarships is easier than ever.

Getting Started

First time users:

First, you need to set up your ScholarshipUniverse account. Log into ScholarshipUniverse at scholarships.mst.edu with your S&T/UM System info. You will be prompted to create your profile (as shown to the right) and answer matching questions. These questions help match you to scholarships, so be as thorough as possible! You may exit out of these questions anytime. ScholarshipUniverse will save your progress.

Tell Us About Yourself ×

A Universe of Scholarship Opportunities Await

Real, relevant scholarship opportunities are just a few minutes away! Based on your answers to the following questions, an adaptive matching engine will filter and display scholarship opportunities tailored specifically to you, your interests, goals, and accomplishments.

Please provide the following information to get new and updated scholarship information along with other notifications from ScholarshipUniverse.

* Preferred Email

* Required

Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates. (Standard text message charges apply)

Save

By using this site, you agree to the [Terms of Use](#)

I'm Ready!

example account creation screen

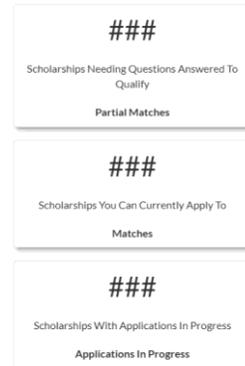
Explore the Dashboard

After your first time logging in, you will be directed to your dashboard. Your dashboard is your main page on ScholarshipUniverse. It gives you an overview of everything you need to do to manage your scholarships. You can track your progress, see available opportunities, and track upcoming deadlines. You will see the following sections on your dashboard:

Summary

This section shows statistics for the scholarships you're eligible for. It includes scholarships from Missouri S&T and external sources.

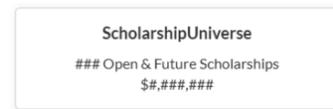
- Partial Matches: Scholarships that you partially qualify for.
- Matches: Scholarships from external sources that you qualify for.
- Applications In Progress: Scholarships you've started applying for but haven't finished.



Scholarship Universe

A running total of open and upcoming scholarships, plus their total available balance. Some scholarships are not visible to students. They are awarded based on your:

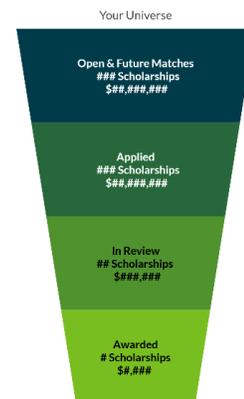
- Matching answers
- Missouri S&T General Application
- Departmental Application(s)



Your Universe

This section helps you track your scholarship applications and awards.

- Open & Future Matches: Scholarships you match that are open now or will be soon, plus their total value.
- Applied: Scholarships you've applied for and the total amount you could be awarded.
- In Review: Scholarships that are closed but are still being reviewed.
- Awarded: Scholarships that have been awarded to you and the total amount you've received.



Actions Required

This section helps you keep track of tasks you need to complete. It shows if there's something you need to do to move forward with your applications or awards.

- Filtering Options:
 - Types: Filter by the type of action needed.
 - Date: Filter by deadline.
- Types of Action Items:
 - Rejected Letter of Recommendation.

Troubleshooting Access Issues

If you have any issues logging in, try the following solutions:

Forgot your password?

Reset it here: <https://it.mst.edu/services/account-password/passwords/>

Website not loading or working correctly?

ScholarshipUniverse works best on Chrome and Firefox. Try switching browsers if you experience errors. Clearing cache and cookies can also fix loading or login problems.

Logged out and don't see a sign-in button?

Clear your cache and cookies and reload the website. If that doesn't work, try logging in at mst.scholarshipuniverse.com/student/dashboard.

Using a mobile device?

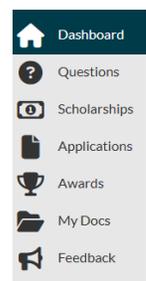
ScholarshipUniverse is mobile-friendly. However, some features may not work as well as on a desktop or laptop. The S&T library has computers you may use if you are a student.

Still can't access ScholarshipUniverse?

Contact the Student Financial Services office at sfs@mst.edu or (573) 341-4282.

Sidebar Menu: Understanding Your Options

The sidebar in ScholarshipUniverse is how you access different sections of the database. You can find this on the left side of your screen. Sometimes this will be collapsed on smaller screens. If you only see icons on the side of your screen or three bars in the top left, click/tap the three bars to open the sidebar. Each section serves a unique purpose in helping you find, apply for, and track scholarships. Here's what you'll find in the sidebar and how to use each section effectively:



Questions Menu

This section has questions that help ScholarshipUniverse find the right scholarships for you. The more questions you answer, the more personalized your scholarship matches will be. You can come back to this menu at any time to update your responses as needed.

- To answer more questions, click the “Answer More Questions” button.
- If you want to update an existing answer, you can select the pencil icon (✎) and click “return” once you’re done.
- If you see a question with a lock by it, this means that your student data in Joe’sS answers it. If you see a locked question that is wrong, please let Student Financial Services know.

Scholarships Menu

This is where you can view all scholarship opportunities. These are automatically sorted with scholarships held by S&T on top. If you want to change this, select the sorting method you prefer under the “Sort” dropdown. If you want to filter the scholarships, you can use the “Filter” button.

In this menu, you will see several tabs at the top of the screen. These are:

- Matches - List of scholarships that you meet all the matching requirements for.
- Pinned - List of scholarships that you have pinned using the pin button (📌).
- Partial Matches - List of scholarships that you meet at least one requirement for. These are ones you are not eligible for.
- Application Submitted - List of scholarships you applied to.
- Awarded - List of scholarships you have been awarded.
- Non-Matches - List of scholarships that you do not meet the matching requirements for.
- Not Interested - List of scholarships you dismissed with the not interested button (🚫).

Applications Menu

The Applications page in ScholarshipUniverse lets you view and manage your scholarship applications. This page shows all the applications you match with, started, or completed. Check the [Applying to Scholarships](#) section for more details on applying to scholarships. This menu has the following tabs:

- Ready to Start: This section shows the applications you can begin applying to. These are internal scholarships that match your answers and profile. You can look through the list and choose which one you want to start first. To begin, click the Start Application button. After you start, the scholarship will move to the In Progress tab.
- In Progress Section: This section shows applications you have started but haven’t submitted.
- Submitted Section: After you submit your application, it will show here. Here you can:
 - Click “Stats” to review the application and scholarship details.
 - Click the dropdown next to “Applies To: # Scholarships.” This shows the scholarships you applied for with that application.
 - Click View Application to see your application.

Editing Your Application

You can edit your application if the scholarship is still open. To edit your application:

1. Click View Application on the application you want to edit.
2. If editing is allowed, you'll see the Edit button. If it's not available, it means the scholarship is at a point where no more changes can be made.

After you apply, you can't edit any attached documents.

Awards Menu

This is where you can view scholarships you have been awarded. If an award requires further action to accept it, it will be listed under the "Outstanding" tab. Otherwise, it will be listed under the "Awards" tab.

My Docs Menu

The My Docs page in ScholarshipUniverse helps you upload and manage your documents.

Viewing Your Documents

On the My Docs page, you'll see your documents in two categories:

- Active Documents: Documents that are ready to use for applications.
- Inactive Documents: Documents you've removed but might still be needed for existing applications.

Adding Documents

To upload a new document:

1. Click the Add+ button.
2. Choose the type of document you want to upload.
3. Name your document with your first initial, last name, and the type of document you are uploading. For example: "J. Miner Resume".
4. Upload the file. Only PDF, JPEG, or PNG files are allowed, and each document must be under 20 MB.
5. Once uploaded, you'll see a preview of the document. If you're happy with it, click Submit to add it to your active documents.

You can create new documents, like a Personal Statement or Resume, directly in the system. Just click Compose and use the text editor to make your document.

Requesting a Letter of Recommendation

To request a letter of recommendation:

1. Click Request to open the Request Letter of Recommendation form.
2. Enter the name, email, and deadline for the person you're requesting the letter from.
3. You can also add a personalized message if you'd like.
4. Once you submit the request, the letter will appear on your My Docs page as Pending.

Letter of Recommendation Status

- Completed: If the person you asked has submitted the letter, it will show as Completed.
- Pending: If they haven't responded yet, it will show as Pending. You can resend the request if needed.

Recycle an Inactive Document

If a document is Inactive, you can move it back to Active by clicking the Recycle icon.

Feedback

If you have feedback about ScholarshipUniverse, use the feedback button. Your submission goes directly to Ellucian, the company that owns ScholarshipUniverse. This is the best way to report problems with the platform.

Email us at sfs@mst.edu for help with questions and applications.

Finding & Matching with Scholarships

ScholarshipUniverse is designed to match you with scholarships based on your unique profile. The more information you provide, the better your matches will be. Here's how to maximize your scholarship opportunities:

Understanding the Matching Process

ScholarshipUniverse matches you to scholarships based on the answers you provide. Answer more questions to get better matches and find more scholarships.

How to Find Scholarships

You can find scholarships in two ways: use the search bar at the top or go to the Scholarships tab in the sidebar. Once you find a scholarship you want to see more information on, click the "View" button. Here, you can find the scholarship's deadline, award amount, eligibility criteria, and application. Once you're ready to apply, click the "Apply" button.

Tips for Increasing Your Matches

- **Keep Your Profile Updated:** Try to answer as many profile questions as you can. If anything in your life changes, make sure you update your answers.
- **Check Regularly:** New scholarships are added often. Log in at least once a month to see if any new opportunities match your profile.
- **Don't Skip External Scholarships:** These can be more competitive and take extra effort. But they're a safe and fantastic way to apply for more financial aid.

Applying for Scholarships

Applying for scholarships using Scholarship Universe is easy! Just follow these steps to get started:

1. **Log In to Scholarship Universe.** Once logged in, you'll land on your Dashboard.
2. **On your Dashboard,** click on Scholarships from the sidebar to see available opportunities. You'll see a list of scholarships you match with based on your profile.
3. **When you find a scholarship that you want to apply to,** click the Apply button. This will open the scholarship application for you to begin filling out.
4. **Double-check that you meet the scholarship's eligibility requirements.** If you need to update any information, click the Edit button (✎) to make changes. When everything is correct, check the "I Verify" box. This shows you've read the requirements and provided any required documents.
5. **Fill out all required sections of the application.**
6. **Once you've filled out all sections,** review your answer to ensure that they are correct. When ready, click Submit to submit your application.
7. **If you need to stop working on an application before submitting it,** don't worry! it will be saved. You can return to it later by going to the Applications or Scholarships pages.

Important Notes:

- If you start an application but don't finish it, the "Apply" button will change to "Continue Application." This lets you pick up right where you left off.
- After you submit your application, it will show up on the Applications page. You can access this page through the sidebar to track your progress.
- You can only update your application while the scholarship is still open.
- Apply to at least the Missouri S&T General Application and your department's application. This puts you in the candidate pool for your department's scholarships. It also puts you in the pool for other scholarships you qualify for that don't have their own applications.

Tips for a Successful Scholarship Search & Application

Maximizing your chances of receiving a scholarship requires more than just applying. Here are some tips to improve your search and application process:

Increase Your Scholarship Matches

- **Answer More Questions:** Answering more questions helps ScholarshipUniverse match you with scholarships. Regularly update your profile as your academic and personal information changes.
- **Check for New Matches Monthly:** New scholarships are added year-round. Logging in at least once a month makes sure you don't miss new opportunities or questions.

Perfect Your Scholarship Applications

- **Follow Instructions Carefully:** Each scholarship has specific requirements. Make sure you read them thoroughly. Missing an essay, document, or form could disqualify you.
- **Request Letters of Recommendation Early:** Some scholarships require a letter of recommendation. If you don't already have one, be sure to ask for it early. This gives your recommender enough time to write a strong and thoughtful letter.
- **Submit Required Materials on Time:** Some applications may ask for extra materials. Gather all the required materials before the scholarship's deadline. Read over the guidelines and make sure you have everything and that it follows the rules. Once you are sure everything is ready, submit it before the deadline.
- **Use thoughtful and detailed answers:** Essay answers are your chance to shine! Avoid vague or short responses. Use this chance to talk about your experiences, goals, and why you deserve the scholarship. Don't be afraid to share your achievements!

Scholarship Timeline & What to Expect

It's important to know when and how scholarships are awarded. This helps you plan on how to pay for college. The general timeline below can help you stay organized and on track:

Normal Scholarship Cycles

Most internal scholarships are open from October 1 to February 1 each year. If a scholarship is open year-round, the priority deadline is February 1.

External scholarships follow deadlines set by the organization offering them. Always read the scholarship's description and application for the correct timeline. If you have questions, contact the organization directly.

Recommended Timeline

We recommend following this simple timeline to stay on top of everything:

- **October - January:**
 - New students should create their accounts. We recommend completing your general and departmental applications as soon as possible.
 - Returning students should complete their general and departmental applications.
 - Most departmental, internal, and external scholarships begin accepting applications.

- February - April:
 - Scholarship committees review applications and make selections.
 - Some scholarship decisions and award notifications begin rolling out.
- May - July:
 - Most scholarship decisions and award notifications are sent.
 - Students with scholarships should check their financial aid package in Joe'SS. Most scholarships are accepted automatically, but some may need to be accepted manually. Always double-check to be sure.
- July - October:
 - Remaining scholarship funds are re-awarded.
 - Students should review their answers in ScholarshipUniverse. If any are incorrect, make sure they are updated. When scholarships open in October, they use your questions to match you to them. If your questions are incorrect, then your matches will be incorrect.

We re-award scholarships throughout the year as funding becomes available. The best way to receive these opportunities is to make sure your answers are up to date. Students should log in each month to see if there are any new or reopened questions. Many scholarships need more than basic student info. So, it's important to answer as many matching questions as you can.

When Will I Hear Back?

- Most internal scholarships notify recipients between March and July. However, this can vary depending on the awarding timeline.
- External scholarships have different timelines. Some may notify recipients later than others. Contact the scholarship provider directly if you have any questions.

Common Misconceptions

“I will receive a scholarship before committing to a school.”

Many scholarships are awarded after students have already enrolled. Don't lose hope if you don't get one before classes begin. We review and award scholarships all year long, so there's always a chance to receive one!

“Once I apply, I don't have to do anything else.”

Some scholarships need extra steps. You'll find this information in your award notification email. You might also receive a separate email from us or from the scholarship provider.

“I only need to apply once.”

Many scholarships don't renew automatically. You need to apply each year for to be considered again. To find out if a scholarship is renewable, look it up in ScholarshipUniverse and click "view." The renewability information is at the top, next to the cycle dates.

“I applied but didn’t get anything - now what?”

Keep looking for new opportunities. Update your profile and answer questions to qualify for more scholarships. Check out external scholarship options, too. We are always re-awarding funds, so there’s always a chance to get a scholarship!

“Applying to S&T as an undecided major will match me to the most opportunities.”

Some scholarships are open to all students. However, many need you to declare a major. If you can, declare a major in a field you like, even if you’re unsure. This way, you won’t miss any scholarship opportunities. Plus, many departments will only award scholarships to students in their department.

Frequently Asked Questions (FAQ)

Do I have to be a student to apply?

No, you do not have to be a current student. But you need to be admitted to Missouri S&T for at least one full business day. Then, you can apply for scholarships through ScholarshipUniverse.

What types of scholarships are available in ScholarshipUniverse?

ScholarshipUniverse includes a variety of scholarships that fall into two main categories:

- Internal scholarships held by Missouri S&T from generous alumni and donors.
- External scholarships from outside organizations. These have been vetted to ensure they are safe and legitimate.

The criteria these opportunities use can vary. They may be merit-based, need-based, or tied to other factors like your major and interests.

How often should I log in to ScholarshipUniverse?

Log in at least once a month. When you log in, check for new scholarships and matching questions.

I changed my major. When will my data in ScholarshipUniverse update?

After your change of major request is approved, ScholarshipUniverse will update automatically. This process usually takes a few business days. If your old major still appears after a few days, please reach out to Student Financial Services at sfs@mst.edu.

Why can’t I edit some of my matching questions?

Some fields in your profile, such as your major and GPA, use your student details from Joe’S. If a locked question is wrong, contact Student Financial Services at sfs@mst.edu.

Can I start my application now and finish it later?

Yes, you can save your progress and return to finish the application at any time before the deadline.

How many matching questions should I answer?

The more questions you answer, the more scholarships to which you'll be matched. Completing your profile in full makes sure that you aren't missing any opportunities.

What are my chances of receiving a scholarship?

Your chances depend on factors like how well you meet the criteria and the number of applicants. To improve your chances, apply for as many scholarships as you qualify for.

Can I receive multiple scholarships?

Yes! You can receive multiple scholarships if you meet the criteria for each one.

How much are scholarships typically worth?

Scholarship amounts differ. Some give small awards, while others cover a large part of tuition and costs. Most amounts will vary by the available funding and the awarding department's goals.

Can I edit my application after submitting it?

Once an application is submitted, you cannot edit it. We encourage you to thoroughly review your application before submitting it. If you're unsure about your application, ask a friend or mentor to review it before you submit.

When will I hear back about my application?

You will be notified only if you receive a scholarship tied to your application. Typically, award notifications are sent a few months after the scholarship's application deadline. The timing can vary based on the review process. Most students hear back between March and July.

What will happen if I am awarded a scholarship?

If you are awarded a scholarship, you will receive an email. This email will have details about the scholarship and any next steps you need to follow. The scholarship is then added to your Joe'SS account within a couple of business days.