



How to Submit Your External Application

Due February 25, 2021

The link to submit the application will be provided one week before the due date.

Winners are selected by the sponsoring individuals or organizations.

1. DOWNLOAD THE APPLICATION AND CHECKLIST:

- Open and sign into [Microsoft Teams](#)
- In Teams, open the GWG Financial Awards Team.
 - ✓ Click 'Files' at the top of the page.
 - ✓ Open the Financial Awards Folder.
- Open the [Scholarship Application Form](#)
 - ✓ Save the application to your computer, naming it with your **lastname_firstname_ExternalApplication**

****PLEASE NOTE: THE FOLLOWING 2 DOCUMENTS SHOULD CONTINUOUSLY BE CHECKED FOR UPDATES UNTIL THE WEEK OF SUBMISSION****

- Open the [External Checklist](#).
 - ✓ Save the checklist to your computer, naming it your **lastname_firstname_ExternalChecklist**.
- Open the [External Award Descriptions](#).
 - ✓ Save a copy for your reference.

LOOK THROUGH THE EXTERNAL FINANCIAL AWARD DESCRIPTIONS

Decide which awards you are eligible to apply for based on the individual requirements. Next, check off the awards you will be applying for on the External Checklist and note any affiliation that you will need to mention in your application – this is a worksheet will be submitted ONCE when you apply for these awards

EACH EXTERNAL APPLICATION PACKAGE WILL INCLUDE THE FOLLOWING:

- SD33 Application (including career statement, award essay and budget).
These pages are identical to your Internal application.
- Student Reference Letters - 3 maximum, 2 minimum
- Transcript - **BLACK OUT YOUR PEN NUMBER FOR CONFIDENTIALITY.**
 - Open your transcript in Adobe Reader
 - Click “Tools” at the upper left side of the page
 - Find the purple stamp icon and click the “Open” button under it
 - Find the Stamp button in the top center of the document and click it
 - Hover your mouse over “Dynamic” and click “Confidential”
 - A box appears and click “Complete”
 - Place stamp over Personal Education Number box on your transcript to block out your number. Adjust box as needed
- Additional attachments such as essays, *only if requested on the application.*

2. COMPLETE THE SD33 APPLICATION

- A [Sample Career Statement](#) and [Activities Resume](#) are available in ‘Samples’ in the Financial Awards folder.
 - Be sure to note any affiliation/membership related to particular awards in the area provided on page 1. (ie. My mother Joan Smith served in the military)
 - Scroll to the end of the application and copy and paste your transcript and reference letters into the application.
 - **Save this copy of your application. You will use this copy for all External awards that don’t require any extra essays or attachments.**
- a) If you are applying for an award that requires an essay, type or copy and paste your essay to the end of your application – these should appear last. Please include the name of the award the essay is for and your name and student number at the top of your essay page.

- Click 'File' then 'Save As' to save a copy of your application for this award naming it your Lastname_Firstname_AwardName. You will upload this copy of your application for this particular award.
 - Ex: Smith_John_Aboriginal Education Advisory Committee - Gwen Point Award
- b) Repeat Step "a)" for each award with additional essays or attachments. When you are finished you will have saved one original version of your application and several for specific awards that require 'extras' Ex. Essays etc.

3. TO SUBMIT YOUR APPLICATIONS:

- a. Open the GWG Financial Awards Team
- b. Click the 'External Applications' link that will be posted in the comments section one week before the due date. *You will be required to sign in to Office 365*
- c. Follow the instructions at the top of the page to upload a copy of your application package **under each award** name. You created each of these separate documents in step 2a.
 - i. Awards requiring additional essays or attachments have been noted under each award name. Be sure to upload the version of your application that included these attachments.

The link will close at noon on February 25th, 2021. Incomplete or late applications will not be considered under any circumstances.
If you need assistance with your application, contact Mrs. Willock BEFORE the due date.

****PLEASE NOTE: CHILLIWACK FOUNDATION AWARDS REQUIRE A DIFFERENT APPLICATION THAN ALL OTHER AWARDS. PLEASE FOLLOW THE INSTRUCTIONS BELOW. ****

1. The Chilliwack Foundation Award Application can be found in the Financial Awards folder on the GWG Financial Awards Team
 - a) Only **ONE** Chilliwack Foundation application is needed in order to apply for all Chilliwack Foundation Awards – The committee will decide which award category you are eligible for and pick a winner from each.
 - b) Save a copy of the Chilliwack Foundation application naming it with your lastname_firstname_chilliwackfoundation.

2. ***DO NOT*** attach a report card, certificates, or photos to your application package. Provide **only** what is requested in the award description.

1. TO SUBMIT YOUR APPLICATIONS:

2. Open the 2020-2021 GWG Financial Awards
3. Click the 'External Applications' link that will be posted in the comments section one week before the due date. You will be required to sign in to Office 365
4. Follow the instructions at the top of the page to upload a copy of your application package **under the Chilliwack Foundation** name.
 - Make sure that you are uploading your Chilliwack Foundation specific application form.

The link will close at noon on February 25th, 2021. Incomplete or late applications will not be considered under any circumstances.

If you need assistance with your application, contact Mrs. Willock BEFORE the due date.

An example of what you'll see when you open the External Applications link is below

Upload External Applications HERE!

EACH EXTERNAL APPLICATION PACKAGE UPLOADED SHOULD INCLUDE THE FOLLOWING:

- *SD33 Application Form(Career Statement, Activities Resume, Budget)
- * 2-3 Reference Letters
- * Transcript
- * Any extras listed below the scholarship (Ex: Essays)

(Exception - Chilliwack Foundation Awards use the Chilliwack Foundation Application)

Submitting Instructions:

1. Find the name of the first scholarship that you are applying for
2. Click 'Upload File' below the scholarship name
3. Ensure that you have included any extras required in your PDF or Word Document (These extras are listed below each scholarship name)
4. Select the file you would like to upload
 - Make sure the file is named your full name (Ex: Lastname_Firstname). If you are saving multiple versions of your package to include extra attachments for certain awards, then add the award name to end (Ex: Lastname_Firstname_AwardName)
5. Click 'Open'
6. Click 'Upload File' below the next scholarship you are applying for and upload your next file.