



NEW MEXICO
SIMON SCHOLARS

Requesting Scholarship Funds

Documents and Information Needed

College ID #

Financial aid award letter

Cost of attendance (this is often shown on your financial aid award letter)

Previous semester grades

Current class schedule (showing the number of credit hours you are registered for)

Portal: Verify Contact Information

--Click on **Student Check-in** on the left hand side of the page under **Useful Links**

--Verify that your contact information is correct. You can update your information by clicking the **Edit** button. If all information is correct, click on the **Check-in** button to begin

Portal: Complete Check-in and Attach Documents

--Once you are on the **New Fund Request** screen, fill out as much information as possible (Red fields are mandatory)

--Please answer each question as thoroughly as possible. Field descriptions are as follows:

Term: Semester or term for which you are requesting funds (e.g. Fall 2018)

Credits/Units: Number of credit hours you are enrolled in (some schools call these units)

Anticipated Graduation Date: When you expect to graduate. This may change

Amount Requested: Funds you are requesting for the year – usually \$4,000. This amount can change based on your financial aid award letter. We will determine how much you are eligible to receive and notify you if there is a change

College or Vendor Name: The name of your college/university

Mail Check To: The address where payment should be mailed

--Review and submit your check-in. Click **next** to see all the information you entered.

Once you have reviewed your request, click **Finish** to upload your documents

--Click on **Attach File** in the middle of the next page. There is a 3-step process to attach your documents:

--Click on **Browse** and locate the file on your computer

--Click on **Attach File**. The file will appear at the bottom of the page. Repeat these two steps if you have more than one document to upload

--Click **Done** when all items have been attached

--Click **Done** again on the upload grades page. You will see this message as a reminder to upload all required documents: **Your check-in is not considered complete until all documents have been attached**. You can still click **Done** even if you see this message



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What Happens Once I Submit my Fund Request?

After you have submitted, we review the request to make sure all required documents are attached, we review your previous semester grades, financial aid award letter, cost of attendance, and class schedule to make sure you meet the eligibility requirements to receive funds.

If any documents are missing or if we have questions about your grades, enrollment, etc. we will contact you about this.

Once your request has been approved, we send it to our bookkeeper for processing. Due to the amount of fund requests we receive, **please allow up to three weeks for processing.** We recommend requesting funds *before your tuition due date to avoid complications with your school!*

Once a check has been mailed to your school, we will send you a confirmation email with the check amount and date the check was mailed.