

Achieve Atlanta Completion Grant Program

Applicant Guide

- Part I. Summary of Application Process – brief description of the application process
- Part II. How to Start Your Application – detailed description of every step *before* you apply
- Part III. How to Complete Your Application – screen shots and overview

Application Process

1. Apply here: <https://learnmore.scholarsapply.org/achieveatlanta/>

Review eligibility, award and required documents information for the scholarship.

2. Create your Login and Profile

Create your username and password. (You will be redirected here once you click the “Scholarship America Hub” button on the bottom of the main page). After creating your unique login, you will fill basic information about yourself. Fill this in as completely and as accurately as you can.

3. Apply for the Achieve Atlanta Completion Grant.

Once your profile is created, you will have access to applying to the program and perhaps other scholarships you may be eligible for.

4. Review and submit your application

Part II. How to Start Your Application

This is a brief guide to help you navigate through the beginning stages of the application process for the **Achieve Atlanta Completion Grant**. If you have read the guide and still have questions, you may contact Scholarship America at (507) 931-1682 and refer to the **Achieve Atlanta Completion Grant** or send an email to completiongrants@scholarshipamerica.org.

First, the link provided to you (<https://learnmore.scholarsapply.org/achieveatlanta/>) will take you to the landing page (**see screenshot below**), where you can review the eligibility requirements, award information, and required documents. Once you have read the landing page, you may click “Scholarship America Hub”.

Please complete the [Application Grant Survey](#) linked to the landing page.



The application program will be live on or after June 15, 2021. Please return then and navigate to the Scholarship America Hub to register your account and begin your application process!

Achieve Atlanta Completion Grant Program

Live application window: June 15, 2021 through July 15, 2021 3:00 pm CT



Achieve Atlanta has established a completion grant program to assist Achieve Atlanta Scholars who have exhausted their Achieve Atlanta Scholarship funds and will be completing their degree within the next two terms at an eligible two- or four-year college or university or vocational-technical school.

This program is administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations, and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability, or national origin.

[Application Grant Survey](#)

Eligibility

Awards

Required Documents

Applicants to the Achieve Atlanta Completion Grant Program must:

- Be an Achieve Atlanta Scholar
- Be a current college undergraduate within one or two terms of technical, associate or bachelor degree completion*
- Have a minimum 2.0 GPA or equivalent
- Plan to enroll at an [Achieve Atlanta-eligible institution](#)** for fall term

*Students graduating fall 2021 term or spring 2022 term are eligible. Summer terms are excluded. Students graduating after May 2022 or have received two previous grants are ineligible.

**See supplemental PDF for list of eligible institutions.

Achieve Atlanta has partnered with Scholarship America. Selecting the button below will redirect you to the Scholarship America Student Hub!

[Scholarship America Hub](#)

Need help? Reach out to us at:
completiongrants@scholarshipamerica.org
(507) 931-1682



This site is administered by Scholarship America
Terms of Use
[Scholarship America Privacy Policy](#)



This will take you to the Scholarship America Hub login page (**see screenshot below**).



You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

Sign In

Username *

Password *

LOG IN

[Forgot password/username?](#)

First time here?

I'm a student

I'm a recommender

If you are first-time user of the Hub, click "I'm a student" in the "First time here?" section.

*Note: Once you have an account, you will just sign in.

Once you click “I’m a student”, fill out the form and click “Register” (**see screenshot below**).



You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

First time here?

Once you register, you will be sent an email to create a password and complete your registration.

Username *

Email *

First name *

Middle initial

Last name *

REGISTER

Once you register, you will see a notification at the top of the page instructing you to check your email for a confirmation link (**see screenshot below**).



✓ Your account has been created. Before you can log into the website, please check your email for a notification request. Follow the link to confirm registration and choose your password.

You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

Sign In

Username *

Password *

LOG IN

[Forgot password/username?](#)

Check your email account for a message from Scholarship America Hub (studentsupport@scholarshipamerica.org) and click the link to "Confirm your registration".

The link will take you to a new page that will allow you to set your password (**see screenshot below**). Create a password following the instructions.

*Note: If you forget your username or password any time after this you complete this step, you can go to the login page and click "Forgot password/username?" for help.



Set your password

The username for this account: "mstover5"

Once your password is set, you will automatically be logged into the website.

Your new password

★★★★★

Please select a case-sensitive password for your account. It must be at least 8 characters long and contain at least one lower case letter, upper case letter, and some other character. No spaces, single quotes, or double quotes are allowed.

Confirm your new password

★★★★★

Please re-type your password for verification

Log in

This button will be enabled once the passwords match

After you create your password, you will be sent to your Profile. Please complete the following profile fields. This is the basic information required for applications in the Scholarship America Hub. Your information will pre-populate on your applications. When your information changes, come back to this page and make updates. Using your completed profile information, we will match you with available and open scholarships.

Personal Information

Date of birth *	<input type="text"/>
	<small>Format: mm/dd/yyyy</small>
Country *	<input type="text" value="- Choose one -"/>
Address *	<input type="text"/>
	<small>Your primary address</small>
Address (line 2)	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="- Choose one -"/>
ZIP/Postal code *	<input type="text"/>
Primary phone *	<input type="text"/>
	<small>Format: 555-555-5555</small>
Gender *	<input type="text" value="- Choose one -"/>
Ethnicity *	<input type="text" value="- Choose one -"/>

Profile Information


Your current grade level *	<input type="text" value="Postsecondary (university) student"/>
Cumulative GPA on a 4.00 scale	<input type="text"/>
	<small>This website uses a 4.00 GPA scale. If needed, view the conversion chart to convert your % grade.</small>
Post-secondary school type you plan to attend *	<input type="text" value="- Choose one -"/>
What year do/did you complete high school/secondary school *	<input type="text"/>
	<small>format: yyyy</small>
Field of study *	<input type="text" value="- Choose one -"/>
First generation college student *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Year in school for the upcoming academic year *	<input type="text" value="5th or 6th year undergraduate"/>

Save my profile

Return to top

** Please note, you must select Postsecondary (university) student for you current grade level or you will not match to the application. Also, the year in school for the upcoming academic year should indicate that you will be in your final year, as you must be graduating within the next two semesters, or in your final semester if you have received the grant in Spring 2021.

Once you have saved your profile, you will be sent to the Scholarships page (**see screenshot below**). Your program should be listed at the top of the page. Click APPLY NOW.




Achieve Atlanta Completion Grant Program

Due by: July 13, 2021 3:00pm


[LEARN MORE](#)

Application Documents Review



*Note: LEARN MORE will take you back to the original landing page if at any time you would like to review the eligibility requirements, award information or list of required documents again.

After starting an application, anytime you return to the website, you can find your application here:




Achieve Atlanta Completion Grant Program

Due by: July 13, 2021 3:00pm

[LEARN MORE](#)

Application Documents Review



Click any section on the progress bar to complete unfinished portions of your application. For example, "Application."

Part III. How to Complete Your Application

Eligibility

Provide the information below.

Are you an Achieve Atlanta Scholar? *

Are you a previous Completion Grant Recipient? *

Self-Declared GPA

Enter your cumulative postsecondary grade point average on a 4.00 scale.

Cumulative GPA on a 4.00 scale *

This website uses a 4.00 GPA scale. If needed, [view the conversion chart](#) to convert your % grade.

GPA Type *

Answer the questions as accurately as you can. You should answer “Yes” to the first eligibility question.

Postsecondary School Information

In this section, enter the college or university you will attend.

Provide information about the **Achieve Atlanta eligible institution** you plan to attend for the upcoming Fall term. When using the “Find your school” function, select the state where the school is located and enter a Keyword from the name of the school. Select school from the resulting list.

If your school is not found, select the School Not Listed option and complete all of the school fields.

Find your school

State/Province:

Keyword:

College Name *

University of Connecticut

College City *

Storrs

College State *

-Choose one-

College Type *

4-year college or university

I will: *

-Choose one-

I will pay: *

-Choose one-

I will be enrolled *

-Choose one-

Year in College *

Fifth Year/Senior

Expected College Graduation Month *

December

Expected College Graduation Year *

2021

Degree Sought *

-Choose one-

Major or course of study *

If your college or university is not found, select the “School Not Listed” option and complete all of the school fields.

Year in College *

Fifth Year/Senior

Expected College Graduation Month *

December

Expected College Graduation Year *

2021

yyyy

It is important that you answer these three questions in the Postsecondary School Information section accurately as it may affect your eligibility for the grant. If you have used all your eligible funds as an Achieve Atlanta Scholar, then "Year in College" should be your third year if you are pursuing an Associate's degree or your fifth year if you are pursuing a Bachelor's degree.

Your expected graduation month and year should be within the next two semesters, or the end of the upcoming semester if you are a previous grant recipient.

Certification and Signature

You, the applicant, are responsible for accurately completing the entire application and submitting it by the application deadline.

"By submitting this application, I acknowledge Scholarship America has the sole responsibility for selecting recipients based on criteria set forth in the program guidelines and decisions are final. Once submitted, this application becomes the property of Scholarship America. I understand that Scholarship America will use the personal data collected in this application for the purpose of reviewing applications and candidates and selecting grant recipients and will process this data in compliance with the [Scholarship America Privacy Policy](#). I authorize Scholarship America to share collected data with Achieve Atlanta for the administration, verification and promotion of the program.

I understand that I may withdraw my consent to the processing of personal data by Scholarship America at any time by contacting Scholarship America, as provided in their [Privacy Policy](#), but that doing so will impact Scholarship America's ability to consider my application. All application data will be stored for a period of up to seven (7) years after the last update to this data or for such term as necessary to comply with applicable laws.

I certify I meet eligibility requirements of the program and the information provided is complete and accurate to the best of my knowledge. If requested, I will provide proof of information, including an official transcript of grades, proof of enrollment and official financial aid award letter. Falsification of information may result in termination of any award granted.

By typing my name, I agree to the terms and conditions for submitting an application to the Achieve Atlanta Completion Grant Program. I understand this is an electronic signature that has the same legal authority as my handwritten signature."

Sign the application by typing names and dates below.

Applicant Signature *


Signature Date *

mm-dd-yyyy

Save answers

Return to top

Finally, add your signature and the date you complete the application. We recommend you save your answers as you progress as the application page may time out if you are inactive on the page.



Achieve Atlanta Completion Grant Program

Due by: July 13, 2021 3:00pm

[LEARN MORE](#)

Application

Documents

Review

Next >>

You can click next or select Documents to navigate to upload your required documents.

As part of your application, you must upload the following:

- 1. Transcript:** A current, complete transcript of grades including the most recently completed term. Grade reports are not accepted. Unofficial transcripts will be accepted but they must display student name, school name, grades and credit hours for each course and term in which each course was taken. Please note that completion grant applicants must submit their Spring 2021 transcript or Summer 2021 if applicable. If you are awaiting your Spring/Summer 2021 grades, please submit your latest unofficial transcript, and then upload your unofficial transcript with Spring/Summer 2021 grades to your student profile at <https://learnmore.scholarsapply.org/achieveatlanta/> as soon as they are posted. Failure to submit Spring/Summer 2021 grades may result in delays in the review of your completion grant application.
- 2. Enrollment Form:** A Degree Works document, or a completed **Enrollment Verification Form**. Document must include your expected graduation term and Fall 2021 enrollment verification. If graduation and enrollment information is not solely found on one document, multiple documents may be uploaded.

Your application is **not** complete unless all required documents are submitted electronically.


Add a Document

Only PDF, JPG, and PNG file types are allowed.

Document Type *	Description *	Document *
- Choose one -		Choose File No file chosen
Add document		

Transcript: We will need a complete transcript, not just your last grade report. It can be an unofficial copy, but it must show your name and the name of your college or university. Please do not upload screenshots, as we will not be able to evaluate it. If you cannot get a scanned copy, select print to PDF and save it to your device, then upload.

Enrollment Form: If you cannot get a current Degree works, you may use the linked Enrollment Verification Form, but your advisor or other school official must sign it. Be sure the graduation date matches your answers on the application.



Achieve Atlanta Completion Grant Program

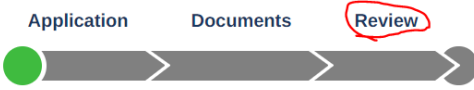
Due by: July 13, 2021 3:00pm

[LEARN MORE](#)

Application

Documents

Review



After uploading your required documents, you will need to review your application for any errors or missing information. After you review, you will get the option to lock and submit your application. Your application will not be submitted until you complete this step.

If you have questions, you can contact Scholarship America at 507-931-1682 and refer to the to the **Achieve Atlanta Completion Grant** or send an email to completiongrants@scholarshipamerica.org.