

**Directions to Students for the ND Academic or Career and Technical Education Scholarship Application
January 7 – June 7, 2019**

1. Create a ND login and password. Do not use a login or password assigned to another individual. Go to <https://apps.nd.gov/DPI/scholarship/login.aspx>.

Click on *Register Now*. Complete the document. An email will be sent to the email address provided by the student with instructions for activation of the account. Follow directions in the email and activate the account. **Write down the login and password and keep in a safe place.**

2. Log back into <https://apps.nd.gov/DPI/scholarship/login.aspx>.
 - Enter login and password.
 - Complete the application.
 - Print a copy of the application prior to submission. **Application must be submitted on or before June 7, 2019. No applications will be accepted after June 7, 2019.**

NOTE: Use an email address that will be checked frequently prior to June 30. It is strongly advised to also give the parent's email address. It is recommended that students use an email address that they will have access to beyond high school (i.e. Gmail, Yahoo, etc.). All correspondence for the scholarship process will occur via these email addresses. DO NOT USE YOUR SCHOOL ADDRESSES!

3. A confirmation email indicating successful submission of the application should be received **immediately** after the application is submitted. If you do not receive this confirmation email, contact us at (701) 328-2244 immediately.
4. **If you qualified via the WorkKeys tests, mail copies of the WorkKeys Level Score Reports to the address listed below.**

ND Department of Public Instruction
Office of School Approval & Opportunity
Attn: CTE Scholarship Program
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

OR

Fax To:
Attn: CTE Scholarship Program
(701) 328-0201

5. Notify the North Dakota Department of Public Instruction (NDDPI) at 701-328-2244 if anything changes once the application has been submitted (i.e., phone number, address, college choice, etc.). After approval, notify the ND University System (NDUS) (701-328-2906) of any changes.
6. Students wishing to defer the scholarship until a later time must call the NDUS at (701) 328-2906 to reinstate the scholarship prior to college/university enrollment.
7. **A list of scholarship awardees will be forwarded to the NDUS.** The NDUS will then disburse money to the financial aid office at each ND college/university. This is done after enrollment is verified following the campus's financial aid census date.
8. The money will be sent to the campus financial aid office each term.
9. A student does not have to reapply for the scholarship each term. It is automatically renewed as long as the student is enrolled full time, maintains a cumulative 2.75 GPA reviewed each term, and makes adequate progress towards degree completion, as defined by NDCC 15.1-21-2.6.
10. Seniors who take either the ACT or the WorkKeys for scholarship eligibility after the national ACT testing date in March, must send their official test results to NDDPI. Online WorkKeys test results are available immediately for the student. WorkKeys results must always be sent by the student. All testing must take place before the student graduates from high school.