

## Directions to Students for the North Dakota Scholarship Application

January 6 – June 6, 2025

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 6, 2024.**

*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 EMAIL ADDRESS, AS YOU MAY NOT HAVE ACCESS TO IT AFTER YOU GRADUATE FROM HIGH SCHOOL!*

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 or ASVAB tests, mail copies of the score reports to the address listed below.

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

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) (701-328-4156) of any changes.
6. Students not attending a North Dakota College or University must call the NDUS at (701) 328-4156 to reinstate the scholarship prior to college/university enrollment.
7. **A list of scholarship awardees will be forwarded to the ND University System.** The ND University System 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 if 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 the ACT for scholarship eligibility after the national ACT testing date in March must send their official test results to NDDPI. WorkKeys and ASVAB results must always be sent to NDDPI. All testing must take place before the student graduates from high school.