

**Directions to Students for the ND Academic or Career and Technical Education Scholarship Application
January 4 – June 3, 2016**

1. Create a ND login and password. Do not use a login or password assigned to another individual. Go to <http://www.dpi.state.nd.us/scholarship>.

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. This will be the same login and password that must be used during the accept or defer portion of the scholarship application process.**

2. Log back into <http://www.dpi.state.nd.us/scholarship>.
 - Enter login and password.
 - Complete the application.
 - **Print a copy of the application prior to submission. Application must be submitted on or before June 3, 2016. No applications will be accepted after June 3, 2016.**

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. **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
Teacher & School Effectiveness Unit
Attn: ND Academic or CTE Scholarship Program
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

OR

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

4. 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.
5. Notify the Department of Public Instruction (701-328-2244) if anything changes once the application has been submitted, i.e., phone number, address, college choice, etc. After August 1, notify the ND University System (NDUS) (701-224-2541) of any changes.
6. Sometime during the month of June, another email will be sent to the email addresses provided on the application. Follow the instructions in the email to either accept or defer the scholarship.
 - Accept – student will attend a designated ND college/university for the fall semester
 - Defer – student is not attending a designated ND college/university for the fall semester

NOTE: A student deferring the scholarship until a later time must call the NDUS at (701) 224-2541 to reinstate the scholarship prior to college/university enrollment.

7. **A list of scholarship awardees will be forwarded to the NDUS by August 1.** The NDUS will then disperse money to the financial aid office at each ND college/university. This is done after enrollment is verified following the campus's financial aid consensus date.
8. The money will be sent to the campus financial aid office each semester.
9. A student does not have to reapply for the scholarship each semester. It is automatically renewed as long as the student is enrolled full time (12 credits the first two terms and 15 credits every term thereafter, unless the student is in an internship in their final year) and maintains at least a 2.75 cumulative GPA each term. Students will contact NDUS with changes after August 1.
10. Seniors who take either the ACT or the WorkKeys for scholarship eligibility after the national ACT testing date in February, must send their official test results to DPI. Online WorkKeys test results are available immediately for the student. WorkKeys results must always be sent by the student.