

Gateways Scholarship Program Flowchart

Here is what you can expect when applying for the Gateways Scholarship Program, from beginning to end. Remember, this varies by applicant. The best way to move the process forward is to ensure that you complete the application in its entirety, and that you promptly submit all other required documentation.

1. Research

Suggested Time: 1 week (*varies by applicant*)

Your Role: Research the Gateways Scholarship Program on the Gateways to Opportunity website at <http://www.ilgateways.com/financial-opportunities/scholarship>. Review specific information about applying, eligibility requirements, and the additional documentation and forms you will need to submit.

2. Register

Suggested Time: 1 day

Your Role: Become a Gateways Registry Member. Visit the Gateways Registry for quick and easy access.

- Save the log in page to your bookmarks.

Gateways' Role: You will receive an email that welcomes you to the Gateways Registry.

3. Apply

Suggested Time: 1-2 weeks (*varies by applicant*)

Your Role:

- Download the Gateways Scholarship Supplement Application and Information Update Form at www.ilgateways.com/docman-docs/financial-opportunities/scholarship/5-gateways-scholarship-supplement-application/file or apply online through the Gateways Registry at registry.ilgateways.com/component/wsuser/login.
- Thoroughly read the Gateways Scholarship Frequently Asked Questions document included with the Gateways Scholarship Supplement Application.
- Complete the Gateways Scholarship Supplement Application, Information Update Form, and Participant Class Schedule Form. **Note: If applying online, you will need to submit your Online Application Packet, which will appear once you have submitted your online application. Print this packet, sign it, and have your director complete and sign the Additional Program Information section.**
- Read the list of required documents included in either the Gateways Scholarship Supplement Application or the Online Application Packet.
- Gather and mail or email all required documents (including the Online Application Packet if you applied online) to transcripts@incrra.org or:

Gateways/Applications
1226 Towanda Plaza
Bloomington, IL 61701

4. Application Processed

Suggested Time: up to 20 business days (*varies by applicant*)

Gateways' Role: After receiving all required application documents, Gateways will begin to process your application.

- Once all documentation has been reviewed, you will receive email notification of status. The status of a Gateways Scholarship application can also be tracked via the Registry portal.
 - If you are eligible for Gateways Scholarship, an email will be sent, including next steps and additional information pertinent to being a scholarship recipient.
 - If you do not meet Gateways Scholarship requirements, an email that includes the reason for ineligibility will be sent.
 - If additional documentation is needed to process the Gateways Scholarship application, an email will be sent. This email will note what documentation is needed to continue processing, as well as a due date for these items.

5. Scholarship Awarded

Suggested Time: Varies by applicant

Your Role: Check your email for notification of your Gateways Scholarship eligibility.

Gateways' Role: The Gateways Scholarship is awarded once all eligibility requirements have been met. Gateways Scholarships are sent directly to participating colleges or universities as funds are available.

Tips and things to know:

- Gateways Scholarship contracts run from July 1st through June 30th. If you wish to continue receiving support for coursework, a new application must be completed each year.
- Gateways Scholarship recipients must contact a Gateways Scholarship Specialist prior to each term, to provide information about what courses will be taken that term. The coursework information must be submitted to the Gateways Scholarship Specialist using the Participant Class Schedule Form, found at <http://www.ilgateways.com/index.php/financial-opportunities/scholarship/additional-scholarship-forms>.
- Check your Registry membership.
 - Ensure that your email address is accurate and working.
 - Ensure your phone number and place of employment is current.
 - If anything changes, update your Registry information as soon as possible to ensure that Gateways can continue to communicate with you.
- Check your email filters. Gateways emails often have attachments, so they can end up in junk or clutter folders. Add Gateways to your approved contact list to ensure future emails end up in your inbox.
 - If you have not heard from Gateways within 20 business days, check these folders, call, or email.