


# HOW TO APPLY FOR: LOCAL, PITTSBURGH FOUNDATION AND OTHER SCHOLARSHIPS

For All:


1. Login to [Naviance Student](#)
2. Go to Colleges
3. Select Scholarships and Money
4. Then Scholarship List or Scholarship Match
5. Click on each Scholarship Name and jot down any that you qualify for along with their due dates. Use your list as a guide for next steps.

## For Local Scholarships:

1. Click the  next to Filter & select Local
2. Click on Scholarship Name to view eligibility requirements & download application.
3. Go back to the Scholarship list and check the box to the left of each scholarship you are applying to and click the **+ Add to My Applications** on the right side of your screen.
4. Click **ADD SCHOLARSHIP** banner. Please leave the \$ **Awarded** field **blank** & **Award Status** field as **Unknown**.
5. Complete the applications, request supporting letters of recommendation (in person) and request your transcript following the steps outlined on the Naviance: Scholarship Transcript Request instruction sheet that follows.

Transcripts requested in Naviance Student for Local Scholarships that are due in the Counseling Office will be automatically attached to your application upon submission. READ APPLICATION INSTRUCTIONS CAREFULLY! INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

## For Pittsburgh Foundation or Other Scholarships:

1. Click the  next to Filter & select Pittsburgh Foundation or Other
2. Click on scholarship name and download applications if available or click on link to the Pittsburgh Foundation scholarship portal.
3. For downloaded scholarship applications, follow the instructions above starting on #3.
4. For online scholarship applications on the Pittsburgh Foundation portal, you will need to Login and complete your profile and then complete each scholarship's application.
5. Then follow the instructions provided by the Pittsburgh Foundation found [here](#).
6. If you need an electronic copy of your transcript, you must request one in Naviance Student. See attached for directions on requesting a transcript for a scholarship. An electronic copy of your transcript will be accepted as "official" for the Pittsburgh Foundation's applications. When requesting electronic transcripts, please insert the Scholarship name in the "Recipient" box. After the name add (electronic) in that same box. This will alert the Counseling Office that you

need a pdf copy of your transcript. An electronic copy will be emailed to your school email address.

7. **READ APPLICATION INSTRUCTIONS CAREFULLY!!** Some applications are mailed directly to the Scholarship committees, some go to the Pittsburgh Foundation, and a select few are turned in to the Counseling Office. Incomplete/late applications will not be considered.

### **Key attachments and what they mean:**

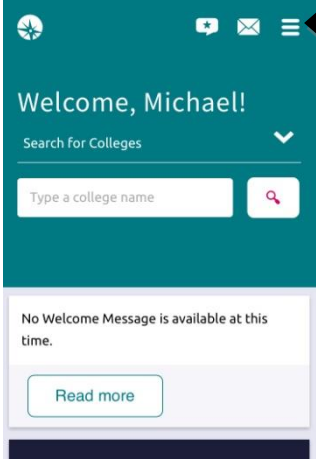
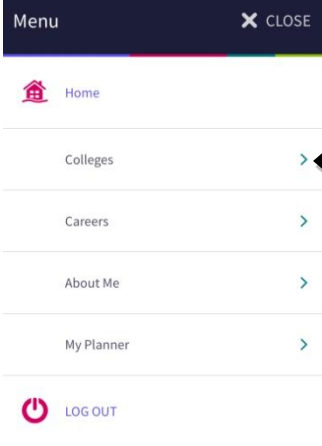
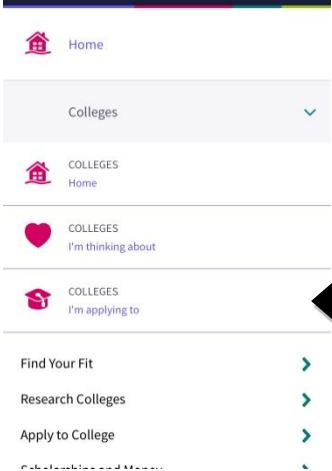
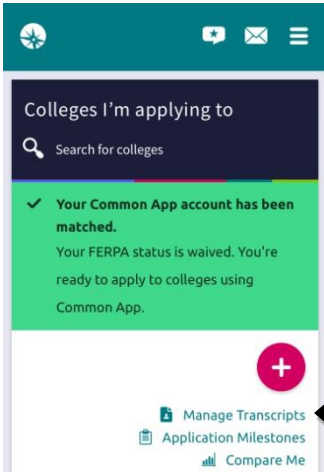
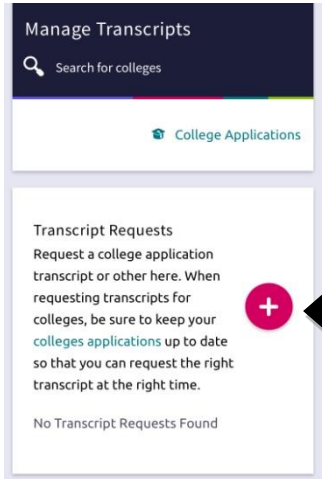
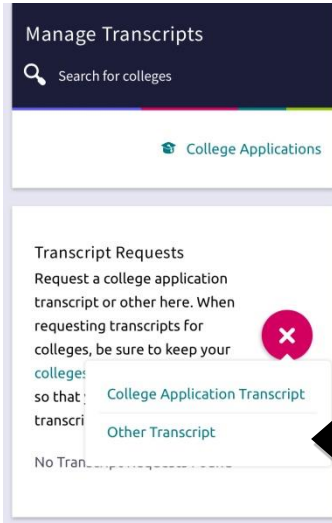
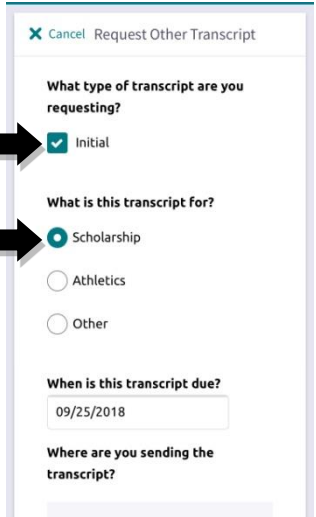
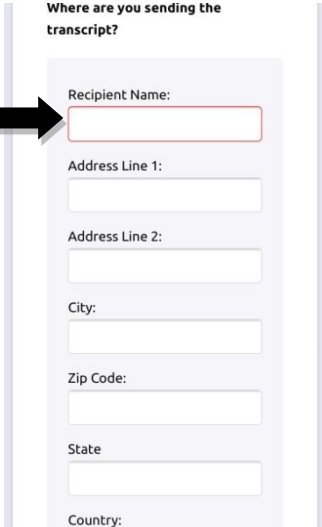
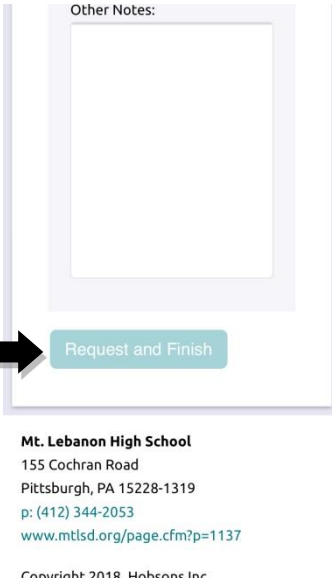
**Official Transcript** – has signature, raised seal and is in a sealed envelope to be opened only by the receiving scholarship committee. **All requests must be made via Naviance Student.**

**Unofficial/Electronic copy of Transcript** – This is a copy of your transcript without signature or seal. Electronic (pdf) copies will be sent to your student email. **All requests for transcripts (official, unofficial or electronic) must be made via Naviance Student.**

**Letters of Recommendation** – Please be courteous. Letters should always be requested by the student in person as far in advance of the deadline as possible.

**Still have Questions? See your counselor (or Mrs. Becker) in the Counseling Office.**

# Naviance: Scholarship Transcript Request

- 1. The Naviance Home Page shows a welcome message for Michael, a search bar for colleges, and a "Read more" button. An arrow points to the menu icon in the top right corner.
- 2. The Menu is open, showing options: Home, Colleges, Careers, About Me, My Planner, and LOG OUT. An arrow points to the "Colleges" option.
- 3. The Colleges page shows a list of colleges. An arrow points to the "Colleges I'm applying to" section.
- 4. The "Colleges I'm applying to" page shows a green message: "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." An arrow points to the "Manage Transcripts" button.
- 5. The "Manage Transcripts" page shows a search bar, a "College Applications" button, and a "Transcript Requests" section. An arrow points to the "+" button in the "Transcript Requests" section.
- 6. The "Manage Transcripts" page shows a search bar, a "College Applications" button, and a "Transcript Requests" section. An arrow points to the "College Application Transcript" button.
- 7. The "Request Transcript" page shows a "What type of transcript are you requesting?" section with "Initial" selected. An arrow points to the "Scholarship" option. Another arrow points to the "What is this transcript for?" section with "Scholarship" selected. A third arrow points to the "When is this transcript due?" section with "09/25/2018" entered. A fourth arrow points to the "Where are you sending the transcript?" section.
- 8. The "Where are you sending the transcript?" page shows a form with fields for Recipient Name, Address Line 1, Address Line 2, City, Zip Code, State, and Country. An arrow points to the "Recipient Name" field.
- 9. The "Other Notes" page shows a text area for notes and a "Request and Finish" button. An arrow points to the "Request and Finish" button.

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