

STARS Online Scholarship Tracking and Review System

Important information you must know in order to submit a Frostburg State University scholarship application through the STARS online system:

1. You must use Internet Explorer 8.0 or higher, Safari, or Firefox to access the system. Other browsers do not support the STARS Online system.
2. Your browser must allow pop-ups.
3. Your system must enable cookies.

If you have any problems with any of these items, please contact your web provider. If you use a computer at FSU, please contact the Help Desk at 301-687-7777. For problems related to the STARS system, please contact the Financial Aid Office at 301-687-4301.

FSU reserves the right to adjust and/or cancel your award if it is subsequently determined that you do not meet the qualifications for the scholarship.

All scholarships are awarded based on the availability of funds.

These scholarships are for enrollment at Frostburg State University only.

Before you apply:

1. **You must be admitted to Frostburg State University before applying for scholarships on STARS.** Once you are admitted, you will receive a letter containing your student ID number and your username and password. This is the information that you will need to log in to the STARS Online system.
2. If you are applying for scholarships that are based on financial need, make sure you complete and submit your FAFSA (www.fafsa.gov).
3. You will need to know your current major and degree program.
4. Please use your current GPA on your application; we will update your GPA with the most up-to-date information before your application is reviewed for 2012-2013 scholarships.
5. **Please read all instructions before starting your application.** These instructions can be printed or opened in a separate window and used as a reference as you complete your application.

STARS Online Homepage

1. Students can access the STARS Online Tracking and Review scholarship application by going to <https://stars.frostburg.edu/stars>.
2. When you begin your STARS Online scholarship application, you may “save and exit” at any time. You may complete or edit your application at any time through the March 31, 2012 application deadline.

3. When you come to the STARS homepage, enter your FSU username and password and click Submit. Once you enter the site, you will be asked to enter your personal demographic information. Make sure that all of the information provided is accurate, as some scholarships are based on this information.
4. It is very important to provide a valid email address (FSU email address or a working home email address) on your application.
5. The FSU NEW Student ID #, Username, Password, and Confirm Password fields are all pre-populated for you based on your log in information. **These fields cannot be changed.**
6. Make sure you “save and continue” frequently while completing your application. (Saving your information often will protect you in case you are timed out of the program.)
7. If you are unable to complete your application at one time, make sure you “save and exit” so that you can resume your application at a later time.
8. Your next step is completing the Opening Questionnaire. Read each question carefully, as this information is used to determine the scholarships for which you may be eligible. As you answer each question, another one will appear. When you finish this section, save and continue to move on to the Academic Information section.

****Please note: When answering the question “Will you be enrolled full-time or part-time at Frostburg State University in the next academic semester?” refer to the following table:**

| | Full-Time | Part-Time |
|------------------------------|---------------------------------|-----------------------------|
| Undergraduate Student | 12 or more credits per semester | 6 - 11 credits per semester |
| Graduate Student | 9 or more credits per semester | 6 - 8 credits per semester |

9. When you click “save and continue,” all fields must be complete. If you are unsure of the answers, you have two options:
 - Enter any answer, click “save and continue” to proceed through the application process, then obtain the information and return at a later time to enter the correct information;
 - OR**
 - Click “save and exit,” obtain the information, and complete the application at a later date.
10. Complete the Academic Information section. Read the instructions at the beginning of each section carefully. FSU Exp. Degree options (established in Opening Questionnaire) are BA/BS, BFA, BSN, MAT, MBA, ME, MS. Different majors are listed under each degree option. You will need to click on the appropriate degree option and then click the drop down box under “FSU Major area of study or program.” Earned credits mean the number of credits you have completed, including the current semester.
11. The next section is the Free Form Essay Questions. Carefully read the instructions at the beginning of the section. You must answer the question in order to continue with the application. The Free Form Essay Question is:

- Develop an essay that includes your educational goals and accomplishments. Remember to include any information relevant to particular scholarships and show why Frostburg State University should invest in you.

*Before completing your essay, please follow this link to review the list of available scholarships. <http://www.frostburg.edu/ungrad/faid/institutional.htm#scho> If there are certain scholarships for which you feel that you qualify, pay attention to the requirements and try to include any pertinent information in your essay.

It is strongly recommended that you complete the essay first in Word, check for spelling and grammar errors, then copy and paste your essay from Word into the Free Form Essay section. If you type your essay directly into the section, you may be timed out of the system. You can click “save and exit” to exit STARS, complete your essay in Word, then return to STARS to paste it in. **Your essay is very important and will be carefully read and scored by the reviewers to determine scholarship recipients. This is how you distinguish yourself from other candidates who may have similar qualifications.

12. The final section is Scholarship Application – Recommended Scholarships. You must click on APPLY NOW (to the right) **for each scholarship in which you are interested.** The information that you provide here will determine whether or not you meet the minimum requirements. Carefully read all instructions and statements, including the criteria listed under the scholarship name. You must meet ALL scholarship requirements that are not listed as optional. If a scholarship also includes optional criteria, then you will receive additional points for meeting that qualification; however, you may still receive the scholarship without having the optional qualifications. Please answer the extra essay, if required.

The information provided here is the information reviewers will view and score, so please make sure that you check the box indicating you meet all the eligibility requirements. Please read and check the three boxed statements. When you finish with your application, click Apply Now and move to the next scholarship.

13. When you have applied for each scholarship that interests you, click Done Applying for Scholarships to exit the STARS system.

You may update or edit your application at any time until the close of business on April, 2 2012. You will be notified of any awards via mail. If you are not selected for an award, you will not be notified.

If you have any questions, please contact the Financial Aid Office at 301-687-4301.