

Academic Works FAQ Document

Welcome to the Salisbury University online scholarship system at salisbury.academicworks.com. This system provides information on scholarships available to current and incoming degree-seeking Salisbury University students.

Who can use the system?

- Current Undergraduate & Graduate SU students in a degree seeking program (non-degree and certificate students are not eligible).
- Newly admitted freshman and transfer students for the upcoming academic year in which they are admitted to the University.

Scholarships will be awarded for the next academic year, therefore students must be returning to SU for the upcoming academic year to receive consideration.

How do I get started?

- Sign in with the button in the upper right hand corner using your SU Gullnet username and password.
- Complete the General Application and any other supplemental applications requested by the system.
- Applicants must complete all required questions on the "Profile Information" section before proceeding to other activities in the system.
- Any Conditional Applications will appear to qualified applicants upon saving or submitting the General Application. This will also be shown as an item in the application progress bar.

What happens after I complete the application(s)?

- After completing the General Application (and any Conditional Applications that you may be presented), you will be directed to the Recommended Opportunities where you will see any Apply-To opportunities for which the system determines that you may be qualified for.

- **Recommended:** Under "Opportunities" you might see scholarship opportunities recommended to you after you have completed the General Application. These scholarships need additional action on your part to receive consideration. Select "Recommended" under "Opportunities" to complete additional requirements. Recommended does not guarantee you will receive a scholarship.

- **Ours (All SU Scholarships):** Under "Opportunities" there is a list of all scholarship opportunities within the system. This list shows all scholarships, not only the scholarships for which you are receiving consideration.

Under "Actions", if "None" then this is an auto-matched scholarship. If "Apply" you must complete additional questions to be considered. You can then click "Apply" for any of these opportunities that you have not yet applied for. Matching to an opportunity does not guarantee you will receive the scholarship.

- The "Deadline" column indicates the deadline to complete the General Application in order to receive consideration.

- **Award Amount:** The number and award amount of scholarships are for general information purposes only and should not be considered a guarantee of what you will receive if selected. Actual award amounts vary based on students' individual eligibility, funds available, and other factors.

- **External:** These are external scholarships that require a separate application that is located on a different website. The URL provided should take you to the external application that is separate from this online process.

Note: At the top of the page there is a keyword search box and a “Show Filters” button. Both can be used to search the scholarships on a variety of key points such as major, etc.

How do I know when I am done in the system?

- Once you complete the General Application and any recommended applications you will see that each of the applications on your dashboard shows a status of “Submitted”.
- You can log out of the system knowing your information will be reviewed and forwarded to the proper search committee and department.
- A confirmation email will be sent to you anytime you have an application move to a submitted category. This includes submission of: General Applications, Conditional Applications (if applicable), Post-Acceptance applications or Apply-to applications.
- You can check back in the system regularly to see if any new scholarships were added or any changes to your application.

When will I receive notice about the scholarships I received?

If you are chosen for a scholarship you will receive an award email. If you are not selected for a scholarship you will also receive an email notification of such. Timeframe of award notifications may vary by department and scholarship opportunity.

Do I have to apply every year?

The scholarship season runs from **mid-January to September**. Your current General Application will be archived in **October** each year. The system will reopen for the next scholarship season in **mid-January**. Watch your SU email for reminders to complete your new General Application at that time.

Who can I contact with questions?

You can email finaid@salisbury.edu, call the Financial Aid office at 410-543-6165 or visit the Financial Aid office in Holloway Hall Rm 213.