



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Mayor's Scholars Undergraduate Program 2020-21 Application User Guide

The Mayor's Scholars Undergraduate Program (Mayor's Scholars) provides need-based funding for eligible District of Columbia residents earning their first associate degree or first bachelor's degree at select area colleges and universities. The program is a last-dollar award designed to fill the gap between a student's financial aid package and the cost of attendance.

The funds are available first-come, first-served, and applicants must re-apply each year. Funding is not guaranteed, as funds are contingent upon local funds available each year.

The [Mayor's Scholars webpages](#) provide specific details about Eligible Applicants, Application Requirements, and Awards under "Information for Students."

This guide provides a reference for completing the Mayor's Scholars online application tool. Please note: There are steps to complete *before* submitting a Mayor's Scholars application.

Before you apply

- Complete the [Free Application for Federal Student Aid](#) (FAFSA) if eligible. If you're not eligible for federal funding, you may still be eligible for Mayor's Scholars funding.
- Complete the [DC Tuition Assistance Grant](#) (DCTAG) application if eligible.
- Gather electronic copies of all required documents. For more details, see the Required Documents section below. You will be required to upload them electronically in the application. Make sure they are in one of the following formats: .doc, .docx, .pdf, .jpeg

Please note: If you are not eligible for DCTAG because of your age, the college you plan to attend, or you have exhausted your DCTAG funding, you may still be eligible for Mayor's Scholars funding. However, if you are not eligible for DCTAG because of Washington, DC domicile status, you will likely not be eligible for Mayor's Scholars funding. Please direct questions to Melanie Fleming at Melanie.Fleming@dc.gov.

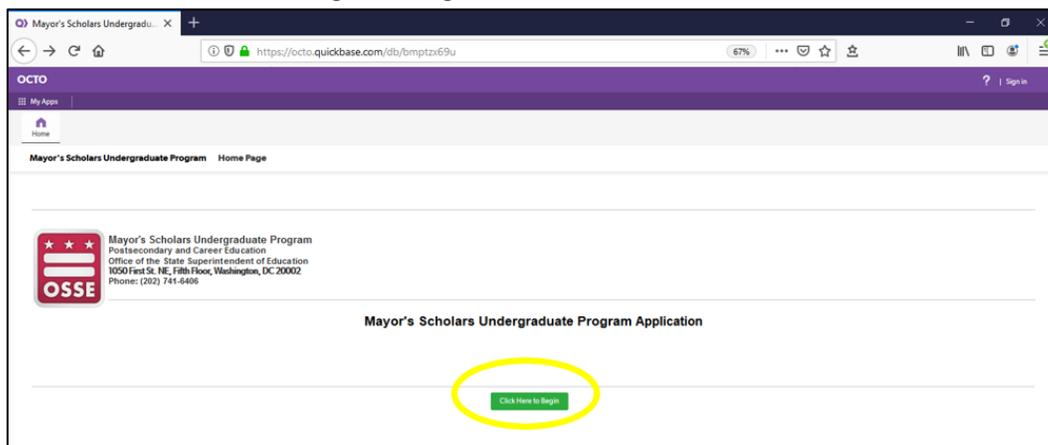
When you're ready to apply

Please follow these instructions based on the group for which you are eligible to apply. If you are unsure, review the information under Eligible Applicants on Information for Students page of the [Mayor's Scholars webpage](#).

New Applicants

New applicants will complete two steps to use the online application. Part one is registering as a user for the online application, and part two is completing the application. Please remember to do both parts.

- Use the link (octo.quickbase.com/db/bmptzx69u) to navigate to the Mayor's Scholars online application page.
- Select "Click Here to Begin" to register as a user.

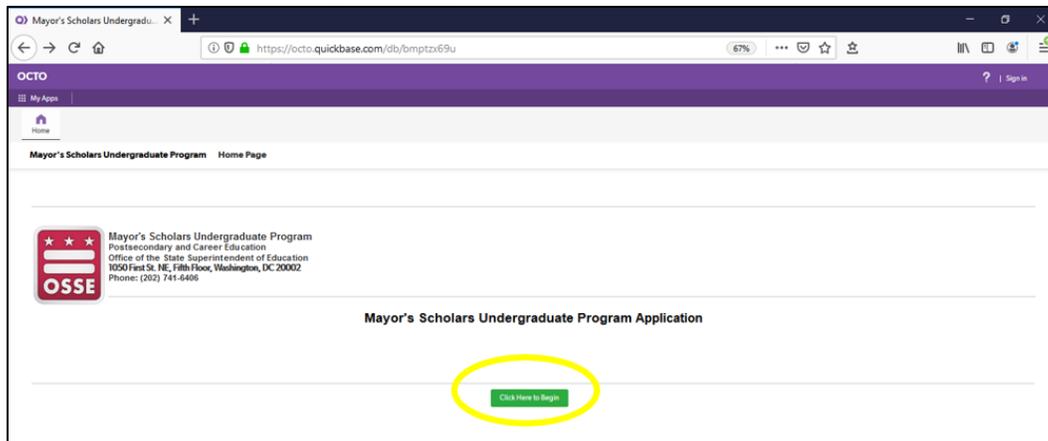


- Fill out the required information marked by a red asterisk (*), and click the "Save & close" button. Once you do this you will receive an email from the online application (QuickBase) after your registration request has been approved. This should happen within 24 hours.
- Click on the link in the registration approval email "Go to this app in QuickBase."
- Create a password, answer password security questions, and sign in to the system.
 - **Please write down your password and security questions and answers in a safe place!**
 - Once you have created a password, if you need to access the application later, you will use the instructions under the Returning Awardees section below.
- Select the  icon located at the bottom of the page to begin your application.
- Select the type of application (New/High School Applicant, or GED/NEDP Applicant). If you are not sure which application to complete, please review the Academic Requirements on the [Mayor's Scholars webpage](#).
- Press the "Add Application" button.
- Complete your application, including document uploads. You can review additional information about the [required documents](#) below, or under Application Documents in Information for Students on the [Mayor's Scholars webpage](#).
- Press the "Submit" button to complete the application process.

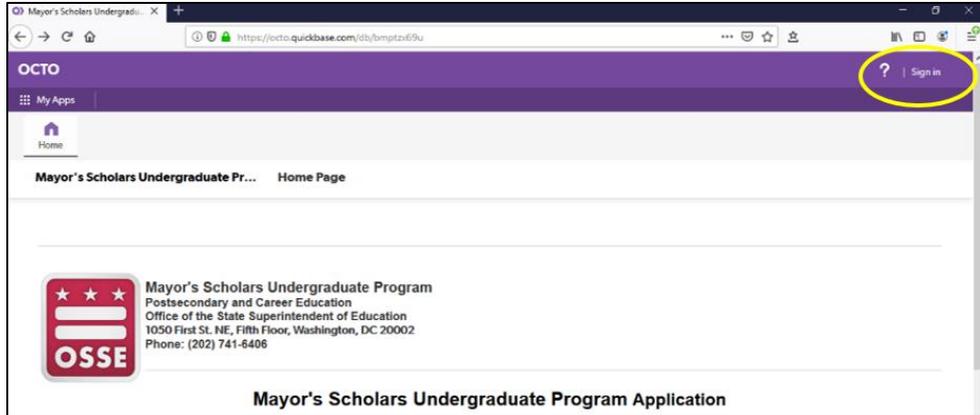
Returning Awardees

Returning awardees will also complete two steps to use the online application. Part one is registering again as a user for the online application, and part two is completing the application. As a returning awardee, once you log-in to the application, your information from last year will be included. Please remember to do both parts.

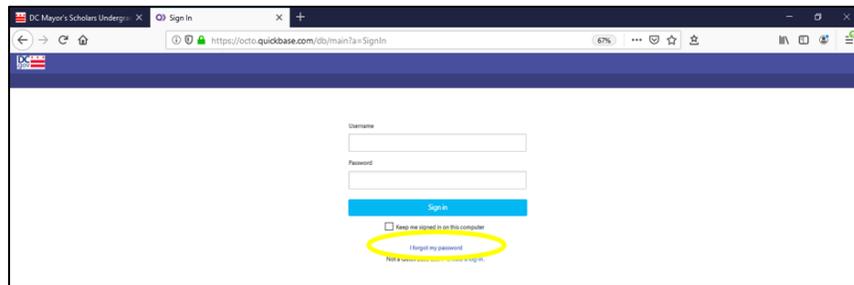
- Use the link (octo.quickbase.com/db/bmptzx69u) to navigate to the Mayor’s Scholars online application page.
- Select “Click Here to Begin” to register as a user.



- Fill out the required information marked by a red asterisk (*), and click the “Save & close” button. Once you do this you will receive an email from the online application (QuickBase) after your registration request has been approved. This should happen within 24 hours.
- Click on the link in the registration approval email “Go to this app in QuickBase.”
- Create a password, answer password security questions, and sign in to the system.
 - **Please write down your password and security questions and answers in a safe place!**
 - Once you have created a password, if you need to access the application later, you will use the instructions below.
- Use this link (octo.quickbase.com/db/bmptzx69u) to navigate to the Sign in button.
- Click “Sign in” on the right top corner



- Log in with your username and password.
 - If you forget your password, click “I forgot my password” on the log in screen, and follow the prompts.



- Select the  icon located at the bottom of the page to begin your application.
- Select the type of application (Returning Student Application).
- Press the “Add Application” button.
- Complete your application, including document uploads. You can review additional information about the [required documents](#) below, or under Application Documents in Information for Students on the [Mayor’s Scholars webpage](#).
- Press the “Submit” button to complete the application process.

Required Documents

If you have already completed FAFSA, and have applied for DCTAG and been made eligible (including submitting all supporting documents), the process to submit Mayor’s Scholars is relatively easy!

To complete your Mayor’s Scholars application, please choose the correct applicant type and prepare the required documents:

Applicant Type	Required Application Documents
Returning awardee	<ul style="list-style-type: none"> • Most recent college transcript (must include final grades for courses taken in last semester enrolled) • Proof of DC residency (two domicile documents - unless already submitted through DCTAG application) see Residency Requirements section under Information for Students on the Mayor’s Scholars webpage • Proof of financial need (Student Aid Report from FAFSA, or alternate document – unless already submitted through DCTAG application) • Financial aid award letter from the college/university in which you will enroll or a bill for tuition from the college/university in which you will enroll
New applicant – recent high school graduate (or anticipated graduate)	<ul style="list-style-type: none"> • Final high school transcript • Proof of DC residency (two domicile documents - unless already submitted through DCTAG application) see Residency Requirements section under Information for Students on the Mayor’s Scholars webpage • Proof of financial need (Student Aid Report from FAFSA – unless already submitted through DCTAG application) • Financial aid award letter from the college/university in which you will enroll or a bill for tuition from the college/university in which you will enroll
New applicant – adult/older youth	<ul style="list-style-type: none"> • Letter of recommendation • Proof of DC residency (two domicile documents - unless already submitted through DCTAG application) see Residency Requirements section under Information for Students on the Mayor’s Scholars webpage • Proof of financial need (Student Aid Report from FAFSA, or alternate document – unless already submitted through DCTAG application) • Financial aid award letter from the college/university in which you will enroll or a bill for tuition from the college/university in which you will enroll

If you are not eligible for federal funding and, therefore, have not completed the FAFSA, then prepare **one** of the following documents to prove your income:

- Federal tax return 2019;
- Proof of Supplemental Nutrition Assistance Program (SNAP) 2019; or
- Proof of Temporary Assistance for Needy Families (TANF) 2019.

If you are not eligible for the DCTAG program and, therefore, have not completed the DCTAG application, then prepare **two** of the required DC domicile/residency verification documents from [this list](#) as well as your [Student Aid Report](#) (SAR) from FAFSA.

Remember, all documents must be submitted in electronic format. You can find more information about required documents under Information for Students/Application Documents on the [Mayor's Scholars webpage](#).

What happens next?

After you apply, you will receive a confirmation email that your application has been received. You will be notified via email about the status of your application – either Eligible, Ineligible, or Missing Documents.

- If you are **eligible**: You will then receive a Mayor's Scholars Award Letter and will need to provide your college financial aid office with a copy of the letter. Your college or university is the final determiner of your eligibility, as they confirm that you are enrolled, meet academic requirements, have financial need, and other requirements.
- If you are **ineligible**: You will receive information about how to appeal the decision, if you believe you are eligible for funding.
- If you are **missing documents**: You will receive information about which documents you are missing and directions for how to submit them. You will be required to submit missing documents as soon as possible, no later than the **June 30, 2020** deadline, in order to have your application evaluated.

Point of Contact

If you have questions about completing the Mayor's Scholars online application, please contact the program office.

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