



Application for Postsecondary Studies (APS) User Guide


2023-24 Academic Year

*** All data used are for demonstration purposes only.**



Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education 

Welcome to the Application for Postsecondary Studies (APS)

Please select the appropriate access to enter:

[Student applying for Scholarships Access](#) [Institute of Higher Education \(IHE\) Access](#) [Community Based Organization \(CBO\) Access](#)

Click: “Student applying for Scholarships Access” to begin the application process

Application for Postsecondary Studies (APS)

DC.gov

Sign in with your social account

OSSE User G+ Google

OR

Sign in with your email address

Email Address

Email Address

Password [Forgot your password?](#)

Password

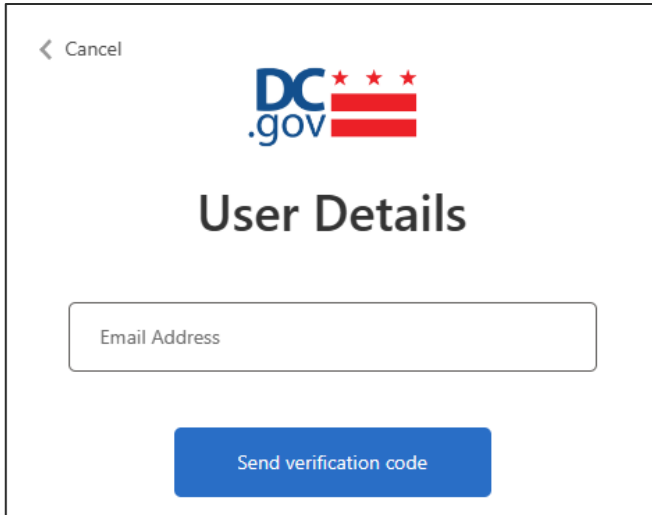
Sign in

OR

Don't have an account? [Sign up now](#)

Click the “Sign up now” button to begin the application process

Application for Postsecondary Studies (APS)



< Cancel

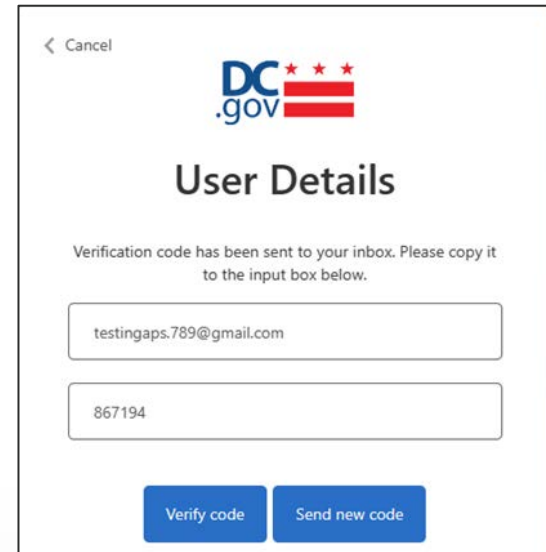
DC.gov

User Details

Email Address

Send verification code

- Enter your email address
- Click “Send verification code”



< Cancel

DC.gov

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

testingaps.789@gmail.com

867194

Verify code Send new code

- Enter the verification code which was emailed to you
- Click “Verify code”

Application for Postsecondary Studies (APS)

The screenshot shows a mobile application interface for creating a user account. At the top left is a back arrow and the text '< Cancel'. In the center is the DC.gov logo, which consists of the letters 'DC' in blue above '.gov' in blue, with three red stars to the right. Below the logo is the title 'User Details'. The form contains the following elements from top to bottom: an 'Email Address' input field; a blue button labeled 'Send verification code'; a 'New Password' input field; a 'Confirm New Password' input field; a 'Display Name' input field; and a blue button labeled 'Create'.

After you click "Verify code," create a password.

Application for Postsecondary Studies (APS)

**Welcome to the
Application for Postsecondary Studies
(APS)**

Please select the appropriate access to enter:

Student applying for Scholarships Access

Institute of Higher Education (IHE) Access

Community Based Organization (CBO) Access

Consent Form

Data Privacy Information

The data contained in the Application for Postsecondary Studies (APS) application is kept confidential pursuant to the Family Educational Rights and Privacy Act (FERPA), which is Federal law that protects the privacy of student education records, and the FERPA regulations promulgated by the Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99).

Review the “Consent form” and click “Agree”

Application for Postsecondary Studies (APS)

☰ Application for PostSecondary Studies

Answer the following questions to see if you are eligible for any grants

Were you or your parents a DC resident for the last 12 months?

Have you previously earned a bachelor's degree?

If you hold a bachelor's degree that is not recognized in the U.S. respond No.

Your individual responses will determine the questions in this section. Once you have completed the questions, you will be notified of the eligible programs.

Application for Postsecondary Studies (APS)

Answer the following questions to see if you are eligible for any grants

Were you or your parents a DC resident for the last 12 months?
Yes

Have you previously earned a bachelor's degree?
No
If you hold a bachelor's degree that is not recognized in the U.S. respond No.

Education Current Enrollment Status
Currently enrolled in high school

Name of High School*
Ballou HS - DC - Washington High School Not Found

High School Cumulative GPA**
3.0

What is your current high school grade level*
12

Anticipated High School Graduation State*
District of Columbia

What is your anticipated high school graduation year? *
2023

Name of Anticipated College/University*
Trinity Washington University - DC

Reset Determine Eligible Grants


Based on the information you provided you may be eligible to support your college journey with the program(s) below! Please review each program's eligibility criteria closely and select "Start Application" to continue the application process.

DC Futures Mayor's Scholars

Start Application

Once the information is verified click "Start Application"

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies District of Columbia Office of the State Superintendent of Education 

My Profile testingaps.789@gmail.com

Personal Info

First Name * Middle Name Last Name *

Gender * Date of Birth *

Race * Ethnicity *

Contact Info

Primary Telephone * Primary Telephone Type *

Secondary Telephone Secondary Telephone Type

Address

State * Street Address * Unit/Apartment Number

City * Zip Code *

Enter all information on the “My Profile Page” and click the “Save & Submit” button



Application Details

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education OSSE

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

2023-2024

DC Futures Draft Mayor's Scholars Draft

Continue Application

Application Start Date 1/18/2023
Application Submission Date
Document Submission Date

- To begin the application process, click “Continue Application”
- This page will display the programs for which you qualify.
- This page will display the Application Start Date, Application Submission Date, and the Document Submission Date.
- This page will display the status of each application.

Application for Postsecondary Studies (APS)

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Draft Mayor's Scholars: Draft

[Continue Application](#) Award Year 2023-2024

Academic Information

Type of Degree Planned ▼
If you hold an associate's degree that is not recognized in the US respond no

For which semester(s) are you seeking support?
Traditional (Fall – Summer) ▼

Program Selection ▼


Have you received your 2023-2024 award letter from DC Tuition Assistance Grant (DCTAG)?* ▼

Are you currently employed as a paraprofessional or instructional aide at a DC Public school or DC Public charter school? ▼

[Reset](#) [Save as Draft](#)



Application for Postsecondary Studies (APS)

 **Academic Information**

Type of Degree Planned
Bachelor's ▼


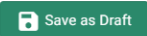
If you hold an associate's degree that is not recognized in the US respond no

For which semester(s) are you seeking support?
Traditional (Fall – Summer) ▼

Program Selection
Biology - STEM - BS ▼

Have you received your 2023-2024 award letter from DC Tuition Assistance Grant (DCTAG)?*
No ▼

Are you currently employed as a paraprofessional or instructional aide at a DC Public school or DC Public charter school?
No ▼

Application for Postsecondary Studies (APS)

Student Dependency

Dependency Status : Yes

As of today, are you married or separated but not divorced? ▼

Do you have children who will receive more than half of their support from you between Jul 1, 2022 and June 30, 2023? ▼

Are you active duty military or veteran? ▼

Is the student a ward of the court as determined by DC Child and Family Services (CFSA)? ▼
Ward of the court definition: A person, usually a minor or of unsound mind, for whom a guardian has been appointed by a court or who has become directly subject to the authority of that court.

As of today, are both your parents deceased? ▼

Does someone other than your parent(s) have legal guardianship of you, as determined by the courts? ▼
Definition: If you can provide a copy of a court's decision that as of today you are in legal guardianship. If you can provide a copy of a court's decision that you were in legal guardianship immediately before you reached the age of being an adult in DC.

As of Today, are you experiencing homelessness? ▼

↶ Reset 💾 Save as Draft



Application for Postsecondary Studies (APS)



Parent/Guardian Information

Parent/Legal Guardian Relationship to the Applicant*



Parent/Legal Guardian First Name

Parent/Legal Guardian Middle Initial

Parent/Legal Guardian Last Name

Parent/Legal Guardian Primary Phone Number

Parent/Legal Guardian Secondary Phone Number


Parent/Legal Guardian Email Address

Parent/Legal Guardian Confirm Email Address

Same address as applicant?



Application for Postsecondary Studies (APS)

 Parent/Guardian Information

Parent/Legal Guardian Relationship to the Applicant*
Father

Parent/Legal Guardian First Name
Ronald

Parent/Legal Guardian Middle Initial
E

Parent/Legal Guardian Last Name
Mann

Parent/Legal Guardian Primary Phone Number
212-222-2222


Parent/Legal Guardian Secondary Phone Number
212-222-2223

Parent/Legal Guardian Email Address
testingaps.789@gmail.com

Parent/Legal Guardian Confirm Email Address
testingaps.789@gmail.com

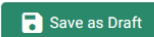
Same address as applicant?
Yes


Application for Postsecondary Studies (APS)

 Income Information

Have you completed and submitted your Free Application for Federal Student Aid (FAFSA)? ▼

Household Size ▼

 Acknowledgments

Family Educational Rights and Privacy Act (FERPA) Permission

By inserting my initials below, I authorize my college or university and program partners to provide the District of Columbia Office of the State Superintendent of Education (OSSE) with personally identifiable information contained in my financial and education records for the duration of my time as a Awardee and for OSSE to share such information by and between partners. This information includes but is not limited to the release of my grades on a regular basis and as requested by OSSE, my financial aid information, and information regarding my enrollment status and academic standing. This permission is given pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99.) and remains in effect for the duration of my participation in the program. This permission can be revoked by me at any time by submitting written notice to both my college or university and OSSE. Additionally, I acknowledge that my personally identifiable information will not be shared publicly but may be used in aggregate research and reports.

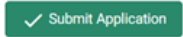
I give permission to my college or university and program partners to release and share the information outlined above to OSSE.

Signature _____

Initials _____

By checking this box, I certify that all statements made within the application are true and correct to the best of my knowledge and that any incorrect or missing information provided

Submission Date
1/18/2023



Click the
“Submit
Application”
button



Application for Postsecondary Studies (APS)

Consent Form

You can not make any changes once the application has been submitted. Are you sure you want to submit your application

Cancel

Agree


Once you submit your application, the consent form will appear.

Click “Agree” once you have verified all information.



Document Upload

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies District of Columbia Office of the State Superintendent of Education 

My Application History My Profile Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Incomplete - Pending Document Upload Mayor's Scholars: Incomplete - Pending Document Upload

[View Application](#) [Documents](#) [Correspondence](#) Award Year 2023-2024

! All required documents must be uploaded and submitted at once before continuing to the next page.

Submit these required documents

Select a document types below to start a upload

- Final High School Transcript
- Residency / Income Verification 1
- Residency Verification 2
- Other

Documents

Name	Document Type	Additional Details	Uploaded
------	---------------	--------------------	----------

Based on the selection from the application, this page will display the documents that you will be required to submit.

Click on the box to upload your documents.



Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Incomplete - Pending Document Upload Mayor's Scholars: Incomplete - Pending Document Upload

View Application Documents Correspondence

Award Year 2023-2024

All required documents must be uploaded and submitted at once before continuing to the next page.

Upload files for Final High School Transcript

Select Files Cancel

Documents

Name	Document Type	Additional Details	Uploaded
------	---------------	--------------------	----------

Click “Select Files” to upload a document from your computer.

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Incomplete - Pending Document Upload Mayor's Scholars: Incomplete - Pending Document Upload

View Application Documents Correspondence

Award Year 2023-2024

All required documents must be uploaded and submitted at once before continuing to the next page.

Upload files for Final High School Transcript

Cancel

Click to Add Testing document for APS project.docx

Documents

Name	Document Type	Additional Details	Uploaded
------	---------------	--------------------	----------

- Verify the document name in the button is the document you intended.
- Once you verify the document name, click on the “Click to add {document name}” button.





Application for Postsecondary Studies (APS)

Submit these required documents

Select a document types below to start a upload

- Final High School Transcript
- Residency / Income Verification 1
- Residency Verification 2
- Other

Documents Submit Documentation

Name	Document Type	Additional Details	Uploaded
 Testing document for APS project.docx	Final High School Transcript		Pending Upload
 Testing document for APS project.docx	Residency / Income Verification 1	2022 D-40 Tax Return signed and dated on page 3	Pending Upload
 Testing document for APS project.docx	Residency Verification 2	Bank or Mortgage Statement (Name, Date and Address Section)	Pending Upload
 Testing document for APS project.docx	Other	Other file	Pending Upload

Once all documents are uploaded, their information is visible.

Click the “Submit Documentation” button when all required documents are listed.

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education OSSE

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Incomplete - Pending Document Review Mayor's Scholars: Incomplete - Pending Document Review

View Application Documents Correspondence

Award Year 2023-2024


Documents Submitted

Name	Document Type	Additional Details	Uploaded
Testing document for APS project.docx	Final High School Transcript		01/18/2023, 11:15 AM
Testing document for APS project.docx	Residency / Income Verification 1	2022 D-40 Tax Return signed and dated on page 3	01/18/2023, 11:15 AM
Testing document for APS project.docx	Other	Other file	01/18/2023, 11:15 AM
Testing document for APS project.docx	Residency Verification 2	Bank or Mortgage Statement (Name, Date and Address Section)	01/18/2023, 11:15 AM

You will be able to view what documents you submitted.

You will receive the correspondence in your email that you can view under the “Correspondence” tab in APS.

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies District of Columbia Office of the State Superintendent of Education 

My Application History My Profile Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Incomplete - Pending Document Review Mayor's Scholars: Incomplete - Pending Document Review

[View Application](#) [Documents](#) [Correspondence](#) Award Year 2023-2024

Correspondence

Award Year	Grant	Subject	Attachment	Date Sent
2023-2024	Mayor	Your Application has been Successfully Submitted to the Mayor's Scholars Under...		01/18/2023 11:15:48
2023-2024	Future	Your Application has been Successfully Submitted to the DC Futures Undergradu...		01/18/2023 11:15:48

Items per page: 5 1 - 2 of 2 < >

The correspondence page will display all notifications





College/University Transfer

Application for Postsecondary Studies (APS)

To change your college/university


You can only change your college/university under the following conditions:

- You must have been made eligible.
- If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your full funding history.

The screenshot displays the 'Application for Postsecondary Studies' interface. At the top, it shows the user's name 'Sally M Mann', the date '09/02/2002', and email 'testingaps.789@gmail.com'. The 'Award Year' is set to '2023-2024'. The 'College/University Transfer' section is active, showing 'You have 5 out of 5 eligible transfers remaining'. Below this, there are dropdown menus for 'Academic Term', 'College/University Transferring To', and 'Degree Type'. Two checkboxes are present: 'I confirm to make this change and transfer my college/university.' and 'If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your funding history.' A 'Comments' field and a 'Submit' button are also visible. At the bottom, a 'Transfer History' table is partially shown.

Previous Eligibility Status		IHE		New Eligibility Status					
MSUP	Futures	Transferring From	Transferring To	Degree Type	Futures Program Name	MSUP	Futures	Submitted By	Date Submitted

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies District of Columbia Office of the State Superintendent of Education 

My Application History My Profile Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: Eligible Mayor's Scholars: Eligible

[View Application](#) [Documents](#) [Correspondence](#) [College Transfer](#) Award Year 2023-2024

College/University Transfer

You have 5 out of 5 eligible transfers remaining

Academic Term * College/University Transferring To: * Degree Type *

I confirm to make this change and transfer my college/university.

If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your funding history.

Comments

[Submit](#)

Transfer History

Previous Eligibility Status		IHE		New Eligibility Status					
MSUP	Futures	Transferring From	Transferring To	Degree Type	Futures Program Name	MSUP	Futures	Submitted By	Date Submitted

You will be able to view all transfer requests you have completed.

You will also receive an updated award letter if the new college is eligible for the program.



Application for Postsecondary Studies (APS)

Transfer History									
Previous Eligibility Status			IHE		New Eligibility Status				
MSUP	Futures	Transferring From	Transferring To	Degree Type	Futures Program Name	MSUP	Futures	Submitted By ↑	Date Submitted
Eligible	Eligible	Bowie State University - MD	Bowie State University - MD	Bachelor's		Eligible	Eligible - Ineligible Institution	testingaps.789@gmail.com	1/18/2023 11:38:17 AM

Items per page: 5 1 - 1 of 1 < >

Once the transfer has been completed, you will be able to see the changes you made under the transfer history.


Note: You can only request a transfer five times in one academic year in APS.



Reconsideration Process

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education 

My Application History My Profile

Sally M Mann 09/02/2002
testingaps.789@gmail.com 212-222-2222

DC Futures: **Ineligible** Mayor's Scholars: **Incomplete - Pending Document Review**

[View Application](#) [Documents](#) [Correspondence](#) [Request for Reconsideration](#) Award Year 2023-2024

Select the grant you wish to submit a Request for Reconsideration:

(Note: If you have been determined ineligible for more than one grant and would like more than one grant to be reconsidered, 'Submit' one request then select the other grant(s) you would like reconsidered.)

Select the program for which you are completing the “Request for Reconsideration.”

Please note: If you were made ineligible for both programs, you will be required to do the reconsideration process for each separately.

Application for Postsecondary Studies (APS)

The screenshot shows the 'Application for Postsecondary Studies' portal. At the top right, it identifies the user as Sally M Mann, dated 09/02/2002, with contact information testingaps.789@gmail.com and 212-222-2222. The user's application status is shown as 'DC Futures: Ineligible' and 'Mayor's Scholars: Incomplete - Pending Document Review'. Navigation buttons include 'View Application', 'Documents', 'Correspondence', and 'Request for Reconsideration'. The 'Request for Reconsideration' form is active, showing a dropdown menu for 'Grant' with 'DC Futures' selected. Below the dropdown, there is a note about submitting requests for multiple grants. The main text explains the ineligibility for 'DC Futures' and provides instructions for the reconsideration process, including a 'Reason for Reconsideration' section and a 'Resubmitted documents' field. The 'Date of Ineligible Notification' is January 18, 2023, and the 'Reconsideration Due Date' is February 07, 2023. A green 'Submit' button is at the bottom left.

- This page provides date of ineligible notification and reconsideration due date.
- Include your reason for your reconsideration and click “Submit.”