

General Scholarship Application Information

Dear Students,

Applying for general and departmental scholarship opportunities starts by completing our General Scholarship Application. The deadline to apply for most university scholarships for the upcoming academic year will be March 15. As new scholarship opportunities are added daily, please check regularly for any new scholarship opportunities that may become available. You may also log in to view updates regarding your application status for various scholarship opportunities during the application review process.

How do I apply for General and Departmental Scholarships at Texas A&M University-Commerce?

- 1) On the "Opportunities" page, you will see a list of all opportunities offered by the university. If you would like to search for a specific scholarship, click on the search button and view/complete the searchable criteria.
- 2) In order to apply, you will need to click on "Sign In," located at the top right hand corner of the "Opportunities" page.
- 3) If this is the first time you have accessed the scholarship system, you will first need to set-up an account by clicking on the "sign-up" button located on the top-right side of the webpage. You will need to use your myLEO e-mail address and select your own password. After this initial set-up, you will be able to use your myLeo e-mail and selected password to "log-in" to the system going forward.
- 4) Once you have logged in, you will be in the "General Application" section.
- 5) The "General Application" section is your application to apply for all departmental and general scholarships. We will use this information to match you with scholarship opportunities. You will need to fill in all questions. If any information is missing, you will be prompted to complete the missing information before you are able to submit the application. Please make sure to pay close attention to the questions asked. There may be options that require selection such as "other" or "not applicable." For example, if the high school you attended is not shown in the "High School Name" section, you will select "Other," and will need to respond to the following statement, "If you chose "Other" for High School Name, please specify.
- 6) On the General Application you will also see an Applicant Record tab. The applicant information comes from our student information system. If you find that the information is incorrect, please e-mail Scholarships@tamuc.edu so that we can advise you on how to correct this information.

- 7) Once you have completely filled out the application, you will select Finish and Continue. You also have the option to save the application without submitting until you are completely finished. You may do this by clicking on "save and keep editing."
- 8) After selecting "Finish and Continue", you will be prompted to a list of recommended opportunities. If your list does not appear, you may need to select the Opportunities tab and click on Recommended.
- 9) The list of recommended opportunities shown is comprised of scholarships that will require you to answer additional questions or provide additional information.
- 10) In order for you to determine which information you need to submit for a particular scholarship, click on the "Apply now" button next to the scholarship you would like to review. After completing the required information, you will click on "Finish and Submit." Please note: This process will need to be repeated for each recommended scholarship for which you would like to be considered.
- 11) You will also notice the "All" tab on the "Opportunities" section. These are all of the scholarships available. Do not apply to any scholarships listed on this tab. You should only apply to those scholarships on the recommended tab.
- 12) After you have submitted the information for the recommended scholarships you are applying for, please click on the "Applications" tab. A list of scholarships will appear. This is a list of scholarships that have been automatically matched with your information provided on the General Application. You are automatically considered for these scholarships. No further action is required.
- 13) Once you have completed these steps, you are now done with the application process. You can continue to navigate through the website at your own pace.

Additional Tools

- 14) On the "Home" tab, you will see a tab titled, "Manage References." When you add someone as a reference, we will contact them, and you will see the status here. You may come back to this location to add additional references, if necessary.
- 15) You also have the option of looking at all the opportunities offered by the university even after you have submitted your application. You may do so by clicking the "Opportunities" tab and selecting "All." You can also search a scholarship by clicking on the "Search" tab.

For questions about this process, please send an email to Scholarships@tamuc.edu.