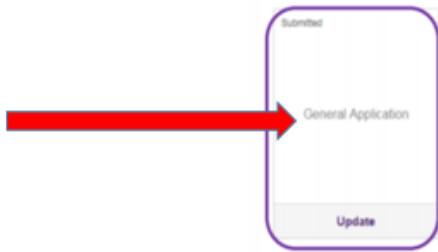


### Instructions for newly admitted incoming students

- You must have established a K-State email address
- Sign in to KSN at <https://k-state.academicworks.com/> using your K-State eID and password.
- Click on the word “General Application”.

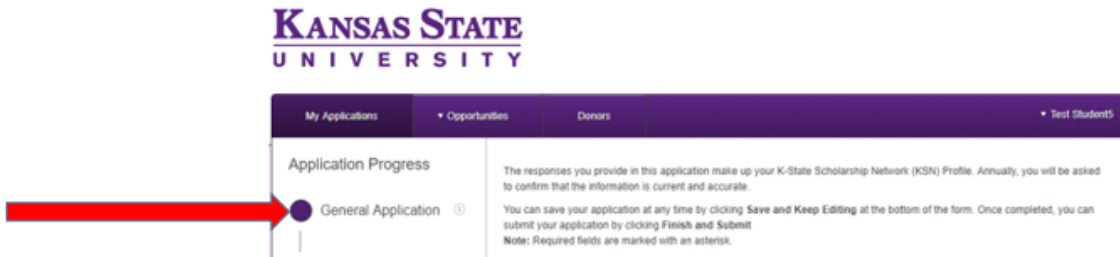


- Once all questions are answered, click on the submit button.
- The system may show you other applications for you to complete.

*Complete detail instructions are provided below.*

### Instructions for continuing students

- Sign in to KSN at <https://k-state.academicworks.com/> using your K-State eID and password.
- Start with your “General Application”.



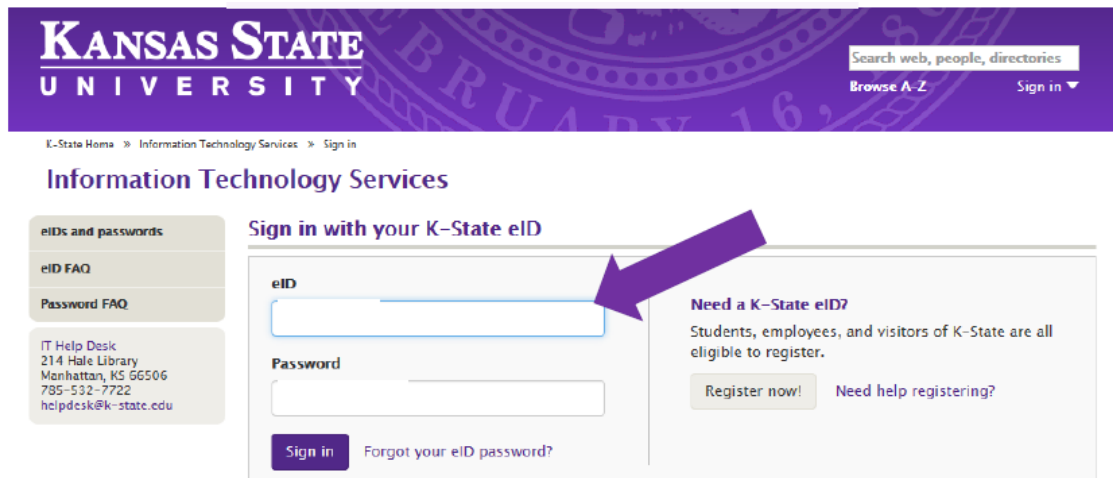
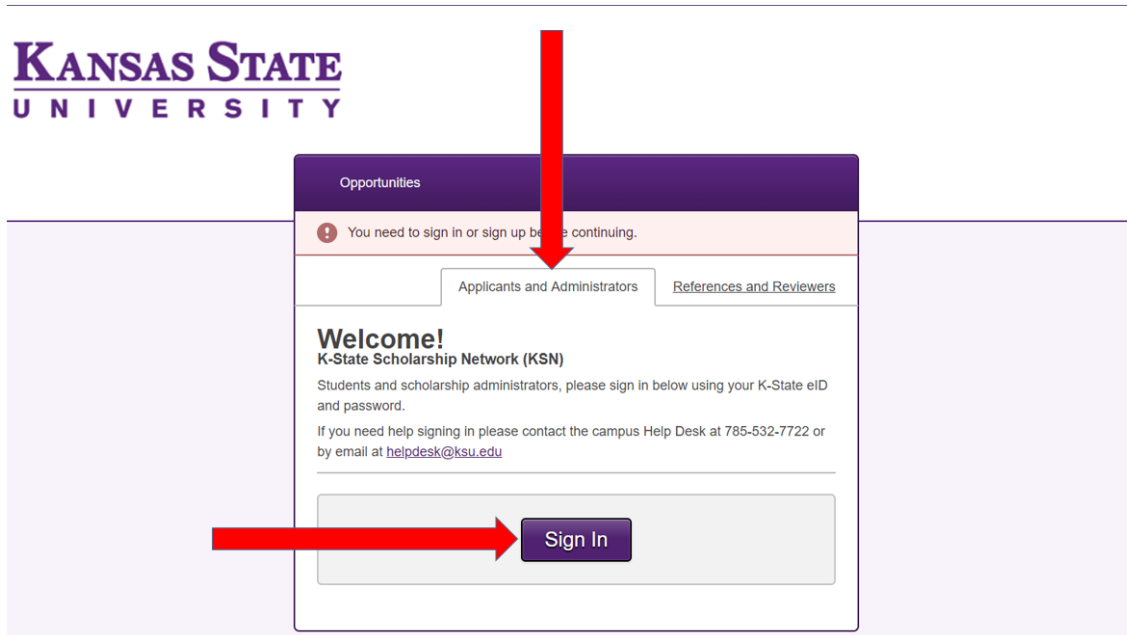
- Once all questions are answered, click on the submit button.
- The system may show you other applications for you to complete.

*Complete detail instructions are provided below.*

## K-State Scholarship Network (KSN) Student Instructions

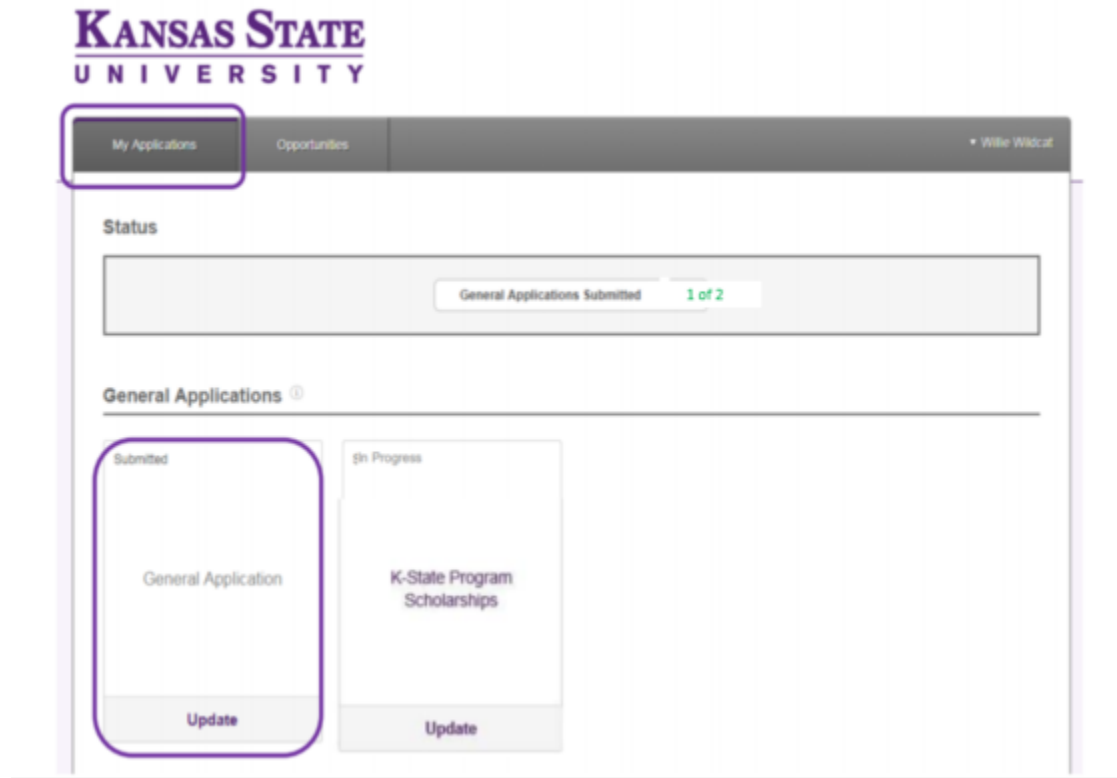
KSN is an online application platform which streamlines the scholarship application and awarding process. By completing all sections of the KSN application, students will increase their opportunity to be matched with scholarship awards.

Sign in to KSN at <https://k-state.academicworks.com/> using your K-State eID and password.

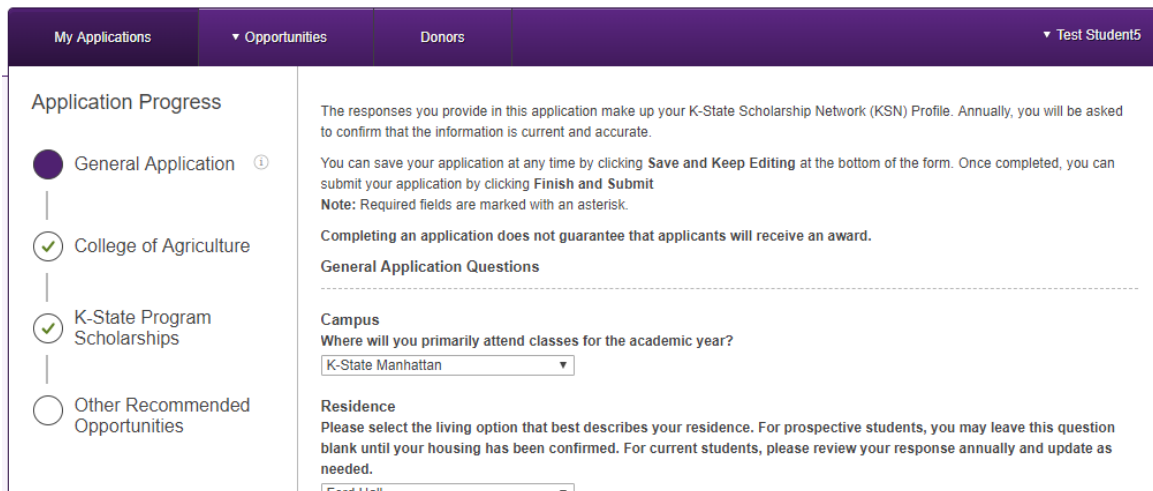


If it's your first time signing in, you will be taken to the 'opportunities' page, so you will need to click 'My Applications' which will look like the page shown below. Once here, please choose the 'General Application'.

**“Submitted”** means that the system has automatically pulled your current information from the University database. Please click on **“General Application”** and answer all questions that apply to you.



Complete the General Application with all requested information. Applications can be submitted or saved for completion later.



Anytime you see this notification, it means your attention is needed.



1 lets you know one item needs attention

My Applications Opportunities Willie Wildcat

Application Progress

General Application ⓘ

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**.  
**Note:** Required fields are marked with an asterisk.

General Application Questions

**KSN Profile Review** ⓘ  
The responses you provide in this application make up your K-State Scholarship Network (KSN) Profile. Annually, you will be asked to confirm that the information is current and accurate.  
 Yes, my KSN Profile is current and accurate

**Campus**  
Where will you primarily attend classes for the academic year?  
[Dropdown menu]

**Residence**  
Please select the living option that best describes your residence. For prospective students, you may leave this question blank until your housing has been confirmed. For current students, please review your response annually and update as needed.  
[Dropdown menu]

**Personal Background**  
Please check all that apply:

Note: If you are filling out the application for the first time, you will see **Finish and Submit** instead of **Update Your Application**

**AGREEMENT**

By submitting this application, I understand and acknowledge that the personal information I have provided in the application and certain other educational records will be stored in a digital scholarship system. I agree, approve, and consent to the terms stated herein, including without limitation, that the University, and school officials acting on behalf of the University, may release and disclose information required from my record(s) for determining my eligibility for scholarships, as well as all other information provided by me as a part of this application, to scholarship review committee members, for the purpose of determining my eligibility for the scholarships and awards for which I am applying.

I acknowledge that by checking this box, I am providing my electronic signature which has the same force and effect as a regular physical signature. I agree to conduct this transaction by electronic means.

**CERTIFICATION STATEMENT**

By submitting this application, I certify that to the best of my knowledge, the information provided in this application is complete and true, and I understand that falsification or omission of information is sufficient cause for denial of my application, scholarship awards to be revoked or appropriate disciplinary action.

Update Your Application

**\*Please remember to check the two (2) boxes at the bottom of the General Application shown below.**

**AGREEMENT**  
By submitting this application, I understand and acknowledge that the personal information I have provided in the application and certain other educational records will be stored in a digital scholarship system. I agree, approve, and consent to the terms stated herein, including without limitation, that the University, and school officials acting on behalf of the University, may release and disclose information required from my record(s) for determining my eligibility for scholarships, as well as all other information provided by me as a part of this application, to scholarship review committee members, for the purpose of determining my eligibility for the scholarships and awards for which I am applying.

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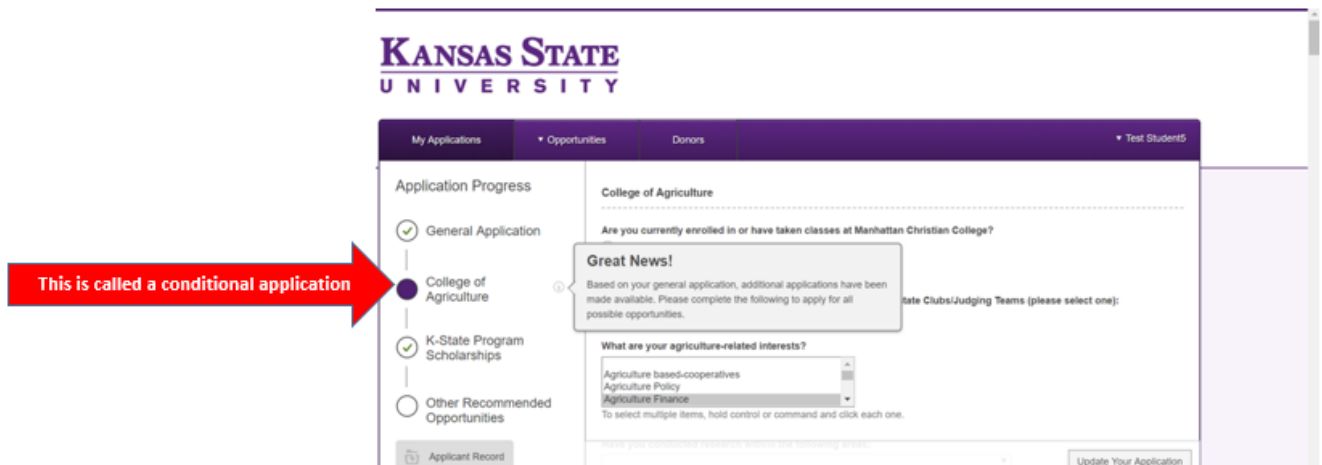
### Conditional Applications

Conditional Applications will appear to qualified applicants upon saving or submitting the KSN General Application. This will also be shown as an item in the application progress bar. Conditional applications are triggered by a students' college or major and will not necessarily appear for all students.

**Note:**

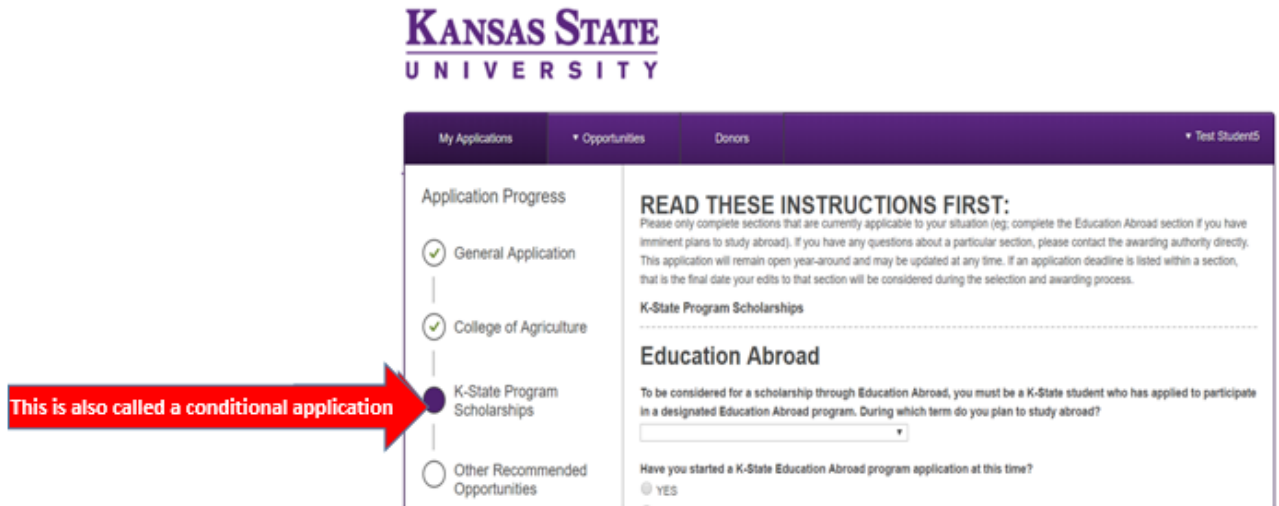
*\*Please only complete sections that are currently applicable to your major or situation (e.g.; complete the Agronomy section if you are an Agronomy major).*

*\*Not all departments have additional questions to be answered by applicants.*



## The K-State Program Scholarships application

The K-State Program Scholarship application may appear to applicants as a result of answers to certain questions on the General Application. This will also be shown as an item in the application progress bar.



**KANSAS STATE UNIVERSITY**

My Applications | Opportunities | Donors | Test Student5

**Application Progress**

- General Application
- College of Agriculture
- K-State Program Scholarships**
- Other Recommended Opportunities

**READ THESE INSTRUCTIONS FIRST:**  
Please only complete sections that are currently applicable to your situation (eg; complete the Education Abroad section if you have imminent plans to study abroad). If you have any questions about a particular section, please contact the awarding authority directly. This application will remain open year-around and may be updated at any time. If an application deadline is listed within a section, that is the final date your edits to that section will be considered during the selection and awarding process.

**K-State Program Scholarships**

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**Education Abroad**

To be considered for a scholarship through Education Abroad, you must be a K-State student who has applied to participate in a designated Education Abroad program. During which term do you plan to study abroad?

Have you started a K-State Education Abroad program application at this time?

YES

...

**This is also called a conditional application**

By completing the General Application along with any Conditional Applications and all information imported from your student record, you will be automatically matched to numerous scholarships. Additionally, your answers may cause the system to recommend additional opportunities that require more action on your part.

### Other Recommended Opportunities

Under “Other Recommended 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 each scholarship to complete additional requirements.

*\*Other Recommended Opportunities does not mean you are solely being considered for the scholarships displayed. You will be automatically matched into other scholarships. The selection and awarding process will be done by the College or Department and if you were to be selected for a scholarship, you would then be notified by the College or Department. .*

*\*Other Recommended Opportunities does not guarantee you will receive a scholarship however it increases your chances of receiving one that you may qualify for. If the “Other Recommended Opportunities” aren’t a fit, then simply leave them blank.*

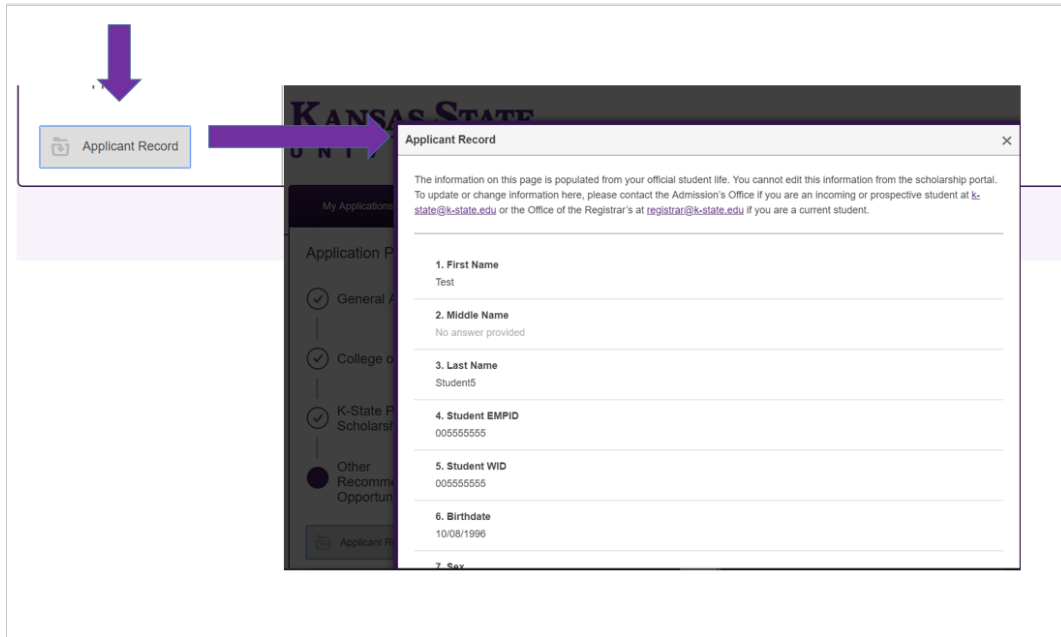
Under “actions”, if “Apply” is visible, then you must complete additional questions to be considered. You can then click “Apply” for any opportunities that you would like to apply for.

The “Deadline” column on the “Apply-to” opportunities indicates the deadline to complete the material in order to receive consideration.

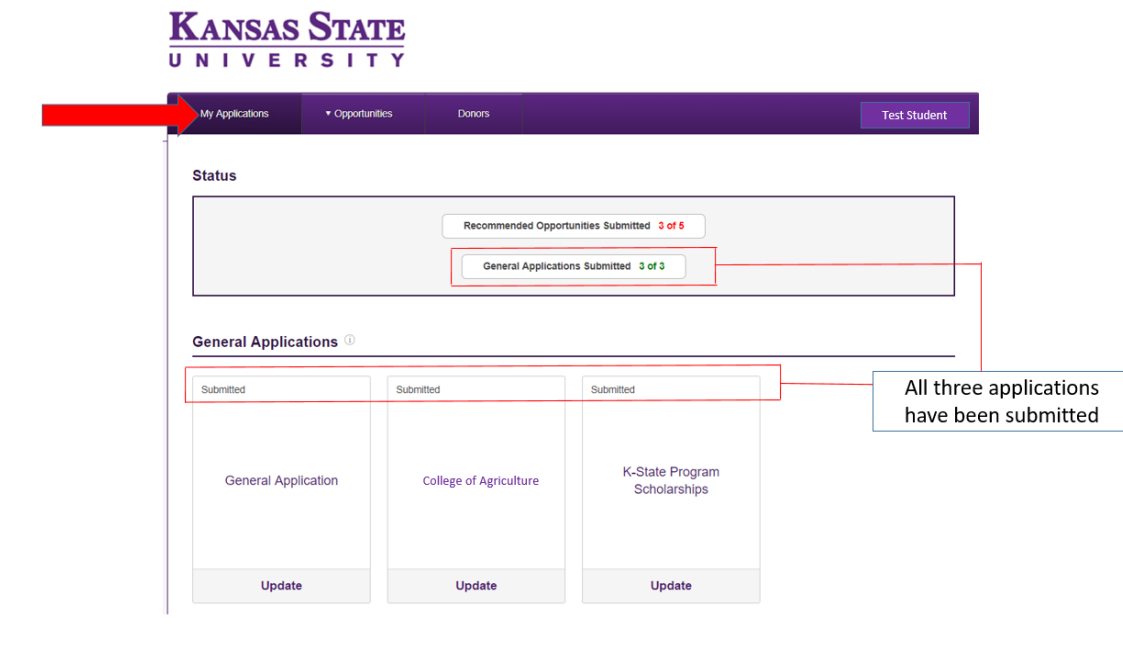
The screenshot shows the Kansas State University application portal. The top navigation bar includes 'My Applications', 'Opportunities', 'Donors', and 'Test Student5'. On the left, the 'Application Progress' sidebar shows 'General Application', 'College of Agriculture', 'K-State Program Scholarships', and 'Other Recommended Opportunities' (which is selected). The main content area is titled 'Recommended Opportunities' and features a search bar, a table with columns for 'Award', 'Name', and 'Actions', and a 'Show Filters' button. Three red arrows point to the 'Apply' buttons in the 'Actions' column. The first arrow points to the 'Apply' button for 'Test Scholarship 1'. The second arrow points to the 'Apply' button for 'Test Scholarship 2', which has a deadline of '02/08/2019'. The third arrow points to the 'Apply' button for 'Test Scholarship 3'.

Award	Name	Actions
Varies	Test Scholarship 1	Apply
Varies	Test Scholarship 2	Apply
Varies	AUDITIONS AND INTERVIEWS REQUIREMENTS (NEW AND TRANSFER STUDENT) -All incoming and transfer students who wish to be considered for a theatre...	Apply
Varies	Test Scholarship 3	Apply

**Applicant Record:** click on “Applicant Record” at the bottom of the General Application screen and review all information in your profile. The application record holds all data that is imported from KSIS. Please check this data for accuracy. If there are missing information or changes needed to be made to your record, please contact Admissions (for new students) and Registrar’s Office (for current students) directly.



Once you have completed and submitted all applications that are available, the “My Applications” tab appears like the example below.



\*Completing an application does not guarantee that applicants will receive an award.



## **Frequently Asked Questions**

### **Do I have to complete an application?**

You are not required to complete any applications to be considered for some scholarships. However, completing your KSN general application and any requested supplemental documentation will increase your consideration for awards.

### **What happens after I complete the application?**

After completing the KSN 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 qualify.

You will be notified by your college or department whether you received an award.

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

Once you complete the KSN 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 review committee and department.

You can check back in the system regularly to see if any new scholarships were added or make any changes to your application up until the deadline date if applicable.

### **Do I have to apply every year?**

It's recommended that you update your scholarship application yearly or if any changes occur academically. We suggest updating your scholarship application frequently as new scholarships become available.

### **K-State Scholarship Network Terminology**

**KSN General Application:** If this is your first time logging into the system for a scholarship cycle, you will be redirected to complete the general application. Save and submit your general application, you will be automatically matched to potential scholarship opportunities.

**Opportunities:** this is another term for scholarships.

**Conditional Application:** A Conditional Application will appear to qualified applicants, based on their college and/or major, upon the saving or submission of the KSN General Application.

**Recommended Opportunities:** After completing the KSN General Application (and if applicable any Conditional Applications the applicant may be presented), applicants will be directed to the Recommended Opportunities page where the applicant will see any Apply-To opportunities for which the system determines that they may be qualified for.

*\*Recommended Opportunities does not mean you are solely being considered for the scholarships displayed. You will be automatically matched into other scholarships. The selection and awarding process will be done by the College or Department and if you were to be selected for a scholarship, you would then be notified by the College or Department. .*

*\*Recommended Opportunities does not guarantee you will receive a scholarship however it increases your chances of receiving one that you may qualify for. If the "Other Recommended Opportunities" aren't a fit, then simply leave them blank.*

**Applicant Record:** this is compiled of information imported from official university files. The record itself is not editable by the student, but it is recommended students review their individual "Applicant Records" to make sure all imported data is correct and up-to-date. Contact the Admission's Office if you are an incoming or prospective student or the Office of the Registrar if you are a current student in order to update or make changes to your "Applicant Record".