

## ND Scholarship Application Process

March 1 – June 7

1. Create a ND login and password. Do not use a login or password assigned to another individual. Go to <http://www.dpi.state.nd.us/scholarship>

Click on Register Now. Complete the document. An email will be sent to the email address provided by the student with instructions for activation of the account.

Follow directions in the email and activate the account.

**Write down the login and password and keep in a safe place.**

2. Log back into <http://www.dpi.state.nd.us/scholarship>

Enter login and password.

Complete the application.

Print a copy of the application prior to submission. **Application must be submitted on or before June 7. No applications will be accepted after June 7.**

NOTE: Use an email address that will be checked frequently prior to June 30. If a school “sendit” account is used, the student must have access to the account during the summer and must check it frequently. All correspondence for the scholarship process will occur via email.

3. **If you qualified via the WorkKeys tests, mail copies of the WorkKeys score reports to the address listed below. If you have taken a dual credit class for the ND Academic Scholarship, mail a copy of your college transcript to the address listed below.**

ND Department of Public Instruction  
Attn: ND Scholarship Program, Connie Mittleider  
600 E. Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

4. A confirmation email indicating successful submission of the application should be received immediately after the application is submitted.

5. Notify the Department of Public Instruction (701-328-2755) if anything changes once the application has been submitted, i.e., phone number, address, college choice, etc.

6. Sometime from mid-May through July 1, an email will be sent to the email address provided on the application. Follow the instructions in the email to either accept or defer the scholarship.

Accept – student will attend a designated ND college/university for the fall semester

Defer – student is not attending a designated ND college/university for the fall semester

NOTE: A student deferring the scholarship until a later time must call DPI at 701-328-2755 to reinstate the scholarship prior to college/university enrollment

7. A list of scholarship awardees will be forwarded to the financial aid office at each college/university on or around August 1.

8. The money will be sent to the campus financial aid office each semester.

9. A student does not have to reapply for the scholarship each semester. It is automatically renewed as long as the student is enrolled full time (12 hours the first two terms and 15 hours every term thereafter) and maintains at least a 2.75 cumulative GPA each term.

