Identifying and applying for scholarship opportunities is simple. To begin, start by logging into your Student Center: [https://www.sfsu.edu/online/login.htm](https://www.sfsu.edu/online/login.htm)

After logging into your Student Center, click the link in the Resources box entitled, “Apply for Campus Scholarships”. This will open up Academic Works in a separate window. Academic Works is the program that San Francisco State uses to administer all University scholarships.
Completing Your Profile

When you initially log into Academic Works, you will be prompted to create a profile. Creating an accurate profile is a part of the General Application Process and will allow you to better identify eligible scholarship opportunities.

Once you have entered all of the required fields, click “Finish and Submit”. This will take you to a page where you may begin to explore available scholarships as well as apply for ones that match your qualifications.
How to Identify and Apply for Campus Scholarships

Updating or Changing Your Profile

Note that you may always return to the General Application page if you discover that you have either entered something incorrectly or information has since changed since you initially created your profile. To make any changes, simply click “General Application” and you will return to the profile page.

After making any changes, be sure to click “Update Your Information”.

[Image of the application page with highlighted areas for General Application and Update Your Application]
How to Identify and Apply for Campus Scholarships

Reviewing Recommended Scholarships

Students may search for scholarships in Academic Works by placing the cursor over the “Opportunities” link. This will provide you with 2 options: “Recommended” and “All”.

Selecting the “Recommended” link will prompt Academic Works to provide active scholarship recommendations based on the profile you created in the General Application. Please note however, that students will still need to carefully review eligibility requirements for each individual scholarship before applying.
How to Identify and Apply for Campus Scholarships

Reviewing and Filtering All Scholarships

Selecting the “All” link will prompt Academic Works to provide a list of all active scholarships.

From this page, students can review all available scholarships, enter keywords to narrow the list of scholarships (i.e. if you already know the name of a specific scholarship you want to find), or create additional filters (by clicking the “Show Filters” box in the upper right corner of the screen).
Reviewing and Filtering All Scholarships (Cont’d)

Entering additional filters or search criteria will allow Academic Works to further match your eligibility to active scholarships listings. Please note however, that students will still need to carefully review eligibility requirements for each individual scholarship before applying.
How to Identify and Apply for Campus Scholarships

Applying for Scholarships

Students may review the eligibility criteria and application procedures for any individual scholarship by clicking on the name of that scholarship.

Students should carefully review all eligibility criteria and application deadlines before applying to any individual scholarship. For example, an F-1 international student is not eligible to receive a scholarship that requires US Citizenship or Permanent Residency.
Applying for Scholarships (Cont’d)

To apply for any scholarship, click the yellow “Apply” button. This will direct you to the application process associated with that scholarship.

Be sure to carefully review and submit all of the required information and supporting documentation for each scholarship. One of the most common issues that scholarship administrators have encountered is students submitting incomplete applications. To ensure that you are considered as a full applicant for any award, be sure to submit a complete application by the posted application deadline.