



**FIRST NATIONS  
UNIVERSITY  
OF CANADA**

# AWARD SPRING™

## Registration Instructions:

1. Click on Register and complete the form, should look like the picture below.

The screenshot shows a registration form for AwardSpring. At the top, there is the First Nations University of Canada logo and the text 'FIRST NATIONS UNIVERSITY OF CANADA'. Below this, the form is titled 'Register' and includes a link for 'Already have an account? Sign in'. The form fields are: Email, Phone (with a dropdown for country code and a pre-filled number '+1 201-555-0123'), First Name, Last Name, Password, and Confirm Password. A large orange 'Create Account' button is at the bottom of the form.

Go to your email and confirm your registration! Return to the AwardSpring landing page and save to your favorites for future use.

Applications Instructions on next page...

## Step-by-Step Guide to Filling Out an AwardSpring Scholarship Application

### 1. Access AwardSpring:

- Visit the AwardSpring website and log in with your credentials. If you don't have an account, you'll need to register first.

### 2. Dashboard Overview:

- Once logged in, you'll see your dashboard. This will show your progress and any sections that need to be completed.

### 3. Start the Application:

- Click on the "Start Application" button to begin. If you've already started, this button may say "Complete Application."

### 4. Complete the Base Application:

- The base application consists of several sections:
  - **General Information:** Fill in your personal details.
  - **Academic Information:** Provide your academic history and current status.
  - **Financial Information:** Enter details about your financial situation.
  - **Qualification Questions:** Answer questions to determine your eligibility for specific scholarships.
  - **Essay Responses:** Write and upload any required essays.
  - **Letters of Recommendation:** While not always required, submitting letters can strengthen your application. Only scholarships that require this will have this field appear.

*\*\*\*More information about these fields is available at the end of this document.*

### 5. Submit the Base Application:

- After completing all sections, click the "Submit Application" button. Ensure your progress bar shows 100% completion.



**REGINA CAMPUS**  
atim kâ-mihkosit (Red Dog) Urban Reserve  
1 First Nations Way  
Regina, SK S4S 7K2  
P: 306.790.5950

**SASKATOON CAMPUS**  
Asimakaniseekan Askiy Urban Reserve  
230 - 103B Packham Avenue  
Saskatoon, SK S7N 4K4  
P: 306.931.1800

**NORTHERN CAMPUS**  
1301 Central Avenue  
Prince Albert, SK S6V 4W1  
P: 306.765.3333

## Additional Requirements:

- Some scholarships may have additional requirements. Your dashboard will list these scholarships and their specific requirements.
- Click on the “Complete Follow-Up” buttons to fulfill these additional requirements.

## 6. Review and Finalize:

- Double-check all your entries and ensure all required documents are uploaded.
- Make any necessary changes before the application deadline.

## 7. Submit and Monitor:

- Once everything is complete, submit your application. AwardSpring will automatically apply you to all scholarships for which you are eligible.
- Keep an eye on your email and dashboard for any updates or additional requests.

## Tips for a Successful Application

- **Start Early:** Give yourself plenty of time to gather all necessary documents and complete each section thoroughly.
- **Proofread:** Ensure there are no errors in your application, especially in your essays and personal information.
- **Follow Up:** Regularly check your dashboard and email for any follow-up tasks or additional requirements.

Good luck with your application! If you have any specific questions or need further assistance, feel free to ask!! [aarseneault@firstnationsuniversity.ca](mailto:aarseneault@firstnationsuniversity.ca)



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## **Additional Information about certain fields**

- General Information: *What best describes your Indigenous Ancestry?*
  - This field is used as a qualifier for some scholarships. Either our donors earmark their donation for Indigenous students, which could include all 3 Indigenous groups of Canada, First Nations, Metis, and Inuit. In other cases, the scholarship is very specific and states the recipient must have Treaty Status and some even target specific First Nations. Please answer as completely and correctly as possible.
- Academic Information: *Number of Credits currently enrolled:*
  - This information is available on your UR Self-Service and/or your Academic Advisor can help you.
- Academic Information: Completed Credit Hours.
  - This information is available on your transcript from last term, if this is your first semester enter 0.
- Academic Information: UGPA
  - Available on your transcript
- Academic Information: PGPA
  - Available on Degree Audit on UR Self-service
- Financial Information: Sponsorship
  - Your First Nations Post Secondary Department (ie. Lac La Ronge Indian Band Post Sec)
  - GDI – Metis Nation University Sponsorship Program
  - Future Generations Fund (FGF – formerly known as National Indian Brotherhood Trust Fund)
  - *If your sponsor pays for tuition, enter zero in that field, if they pay a portion then subtract that from the tuition amount and divide remainder by 4 (4 months per semester). This info will be verified with our finance department.*



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