

2024-2025 AY College Scholarship Application Step-by-Step Guide

1. Go to: www.ksbe.edu/college

- Look for ‘Pauahi Foundation’ (see Fig. 1)
- Click: ‘Learn More’
- Click: ‘Start Application’ (link will be available on 12/4/2023)

2. Register your profile

- Click: ‘New User – Register Here!’
- Access Agreement: Read & type the word “YES” & click: ‘Continue’
- Register:
 - **KS High School senior (Class or 2024):** you MUST use @imua.ksbe.edu
 - **All Others:** Use an email address that you check regularly
 - Select a security question & enter the answer. This will be used in case you forget your password
- Check: A user profile verification email from scholarships@pauahi.org will be sent to your email address (check your Inbox, Spam or Junk folder)

3. Verify your profile

- Within the user profile verification email, click: ‘Click Here’
- Log in: Enter your username (email address, see above) & the password you created

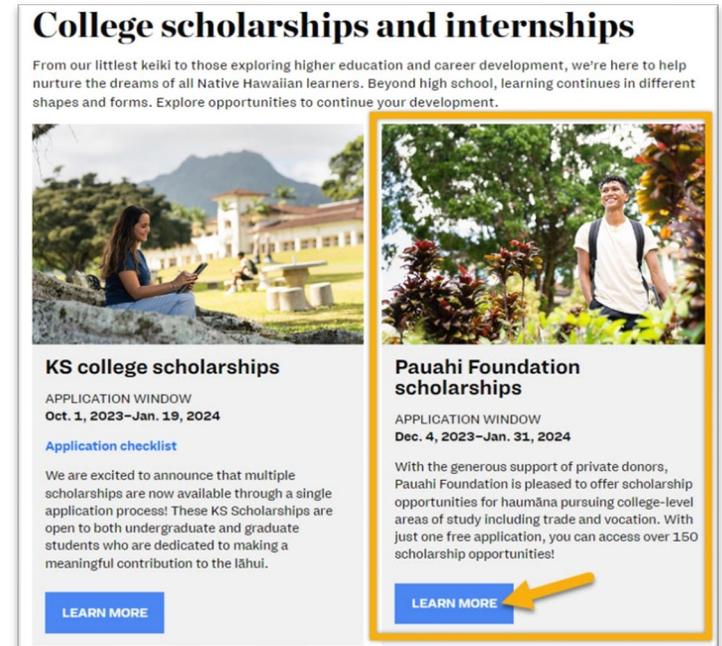


Figure 1

Be sure to visit & bookmark [our website](#) for more information to help you prepare!

[General program eligibility](#) & [Required Documents](#)

[Community Scholarships Listing](#)

[Frequently Asked Questions](#) about personal statements, letter of recommendation, student aid report and more!

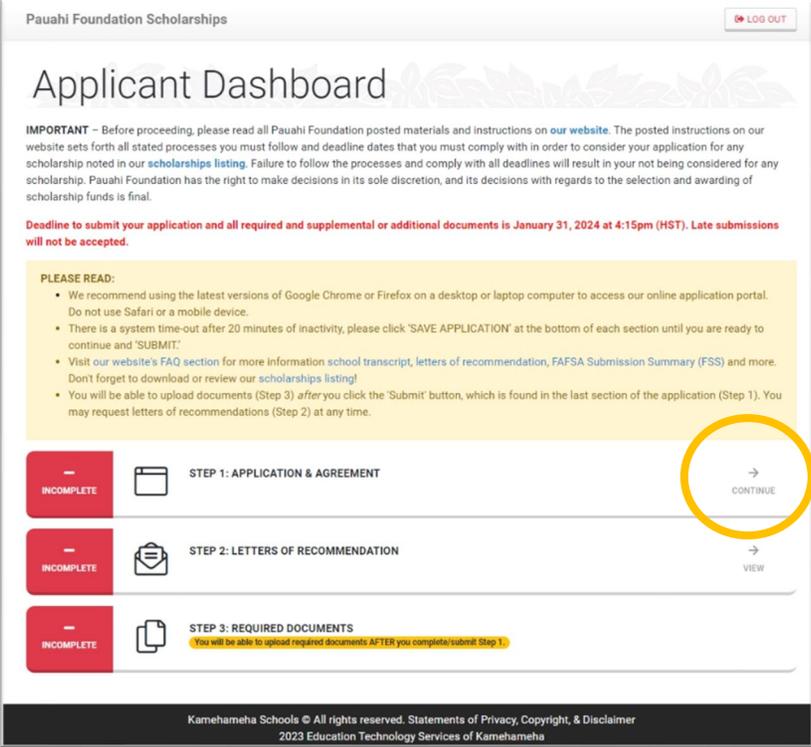
Never miss important updates from Pauahi Foundation! Add ‘scholarships@pauahi.org’ to your contact list.

2024-2025 AY College Scholarship Application Step-by-Step Guide

NOTE: There is a system time-out after 20 minutes of inactivity. Be sure to click  at the bottom of each section.

Visit [our website's FAQ section](#) for more information

Applicant Dashboard – Step 1: Online Application & Agreement



Pauahi Foundation Scholarships LOG OUT

Applicant Dashboard

IMPORTANT – Before proceeding, please read all Pauahi Foundation posted materials and instructions on [our website](#). The posted instructions on our website sets forth all stated processes you must follow and deadline dates that you must comply with in order to consider your application for any scholarship noted in our [scholarships listing](#). Failure to follow the processes and comply with all deadlines will result in your not being considered for any scholarship. Pauahi Foundation has the right to make decisions in its sole discretion, and its decisions with regards to the selection and awarding of scholarship funds is final.

Deadline to submit your application and all required and supplemental or additional documents is January 31, 2024 at 4:15pm (HST). Late submissions will not be accepted.

PLEASE READ:

- We recommend using the latest versions of Google Chrome or Firefox on a desktop or laptop computer to access our online application portal. Do not use Safari or a mobile device.
- There is a system time-out after 20 minutes of inactivity, please click 'SAVE APPLICATION' at the bottom of each section until you are ready to continue and 'SUBMIT'.
- Visit our [website's FAQ section](#) for more information school transcript, letters of recommendation, FAFSA Submission Summary (FSS) and more. Don't forget to download or review our [scholarships listing](#)!
- You will be able to upload documents (Step 3) *after* you click the 'Submit' button, which is found in the last section of the application (Step 1). You may request letters of recommendations (Step 2) at any time.

INCOMPLETE	STEP 1: APPLICATION & AGREEMENT	CONTINUE
INCOMPLETE	STEP 2: LETTERS OF RECOMMENDATION	VIEW
INCOMPLETE	STEP 3: REQUIRED DOCUMENTS <small>You will be able to upload required documents AFTER you complete/submit Step 1.</small>	

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2023 Education Technology Services of Kamehameha



2024-2025 AY College Scholarship Application Step-by-Step Guide

Personal Information

The screenshot shows the 'Personal Information' section of the Pauahi Foundation Scholarships application. At the top, there is a navigation bar with a 'RETURN TO DASHBOARD' button and a progress indicator showing five steps: 1 PERSONAL (highlighted), 2 ACADEMIC, 3 COMMUNITY SCHOLARSHIPS, 4 STATEMENTS, and 5 AGREEMENT. The main heading is 'Personal Information'. Below the heading, a note states: 'All information noted with a red asterisk (*) are required. You do not need to use Hawaiian diacritical marks ('okina, kahakō)'. The form fields are: First Name* (text input), Middle Name (text input), Last Name* (text input with a Hawaiian diacritical mark icon), Suffix (dropdown menu), Birthdate* (MM/DD/YYYY input), Gender* (dropdown menu), and Maiden Name (text input). Below these fields is a question: 'How did you hear about Pauahi Foundation's scholarship program?*' with a dropdown menu. At the bottom, there is a blue bar labeled 'Address Info' and a note: 'Residency is based on where you or your parent/legal guardian filed the 2020 federal income tax return.'

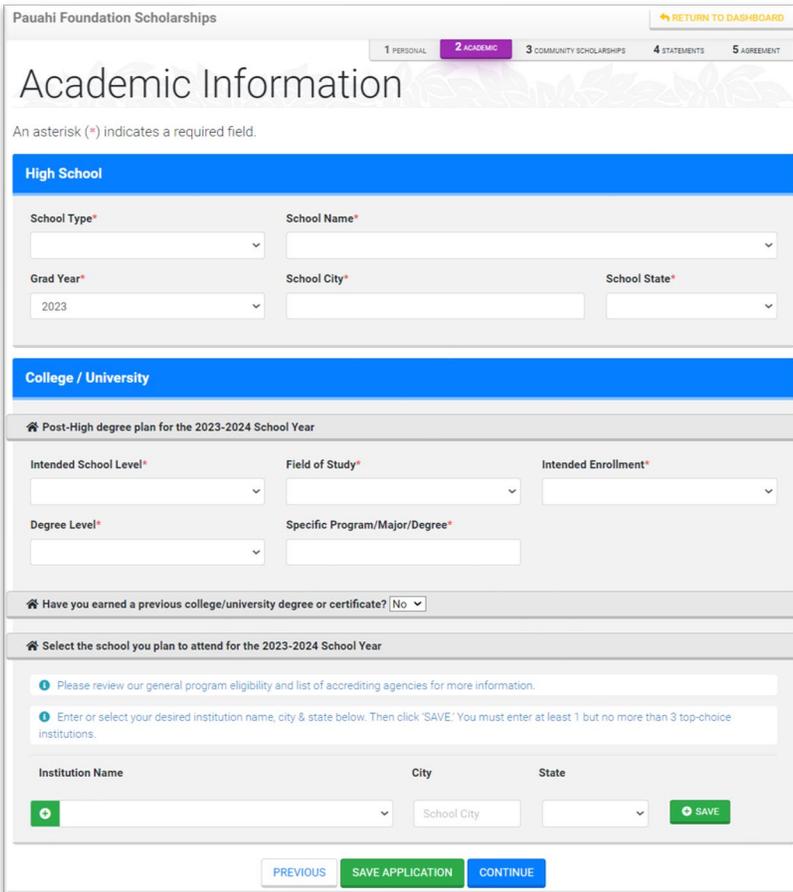
Helpful tips:

- Complete our online application using the latest version of Google Chrome or Firefox. Do not use a mobile device.
- All fields marked with an asterisk (*) is required.
- Be sure to include accurate information about yourself. Wrong information may disqualify you for selected scholarship funds!
- Ensure that you key in accurate information throughout this application.

2024-2025 AY College Scholarship Application Step-by-Step Guide

Academic Information

Helpful tips:



Pauahi Foundation Scholarships RETURN TO DASHBOARD

1 PERSONAL 2 **ACADEMIC** 3 COMMUNITY SCHOLARSHIPS 4 STATEMENTS 5 AGREEMENT

Academic Information

An asterisk (*) indicates a required field.

High School

School Type* School Name*

Grad Year* School City* School State*

College / University

Post-High degree plan for the 2023-2024 School Year

Intended School Level* Field of Study* Intended Enrollment*

Degree Level* Specific Program/Major/Degree*

Have you earned a previous college/university degree or certificate?

Select the school you plan to attend for the 2023-2024 School Year

Please review our general program eligibility and list of accrediting agencies for more information.

Enter or select your desired institution name, city & state below. Then click 'SAVE'. You must enter at least 1 but no more than 3 top-choice institutions.

Institution Name City State

- If you select “Other,” make sure to provide additional information
- Key in the name of the high school from which you graduated (or will graduate) from. You may choose from our list of high schools or continue keying in the high school’s name if it is not already included
- Begin keying in the name of your intended major or field of study. You may choose from our list of common majors, or you can continue keying in your specific (unique) major
 - If you are a double-major, please enter the name of one major only, you’ll have an opportunity to select funds that match up to your second major in the next section
- Select the college/university you wish to attend for the 2024-2025 academic year
 - Enter at least 1 school name (example: your first-choice school), but no more than 3 top-choice schools
 - NOTE: You do not have to be accepted by the school at the time of your Pauahi Foundation application submission

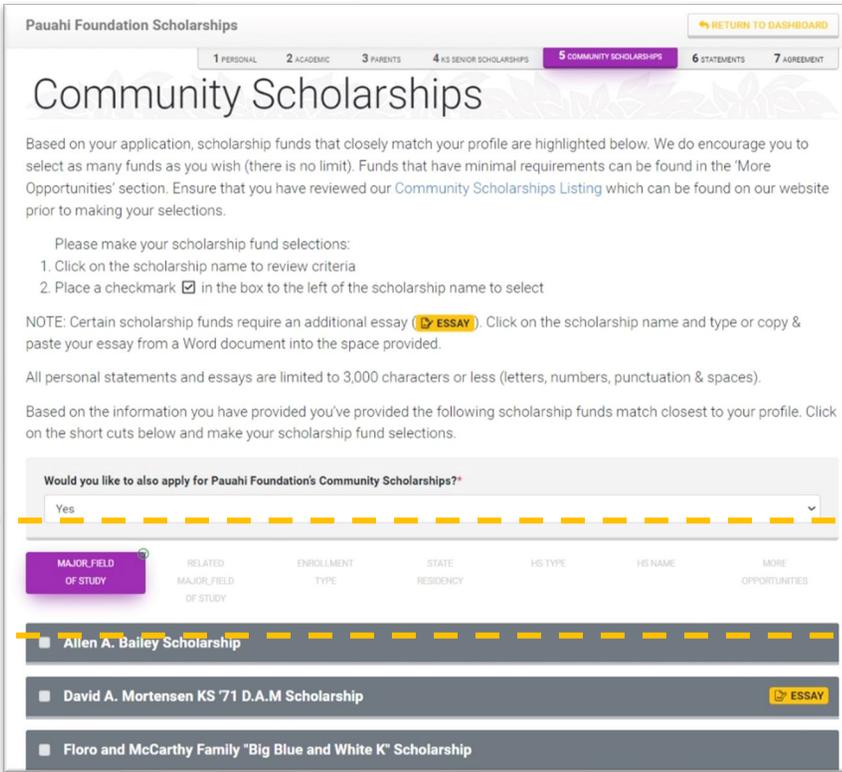
Make sure the school you wish to attend is accredited by any of the seven agencies recognized by Pauahi Foundation. See: <https://bit.ly/3pZN3Zw>

2024-2025 AY College Scholarship Application Step-by-Step Guide

Attention: KS High School Class of 2024 - You will be asked to provide information of at least 1 parent or legal guardian.

Community Scholarships Selection

Save time: [Download a copy of our Scholarships Listing from our website!](#)



Pauahi Foundation Scholarships RETURN TO DASHBOARD

1 PERSONAL 2 ACADEMIC 3 PARENTS 4 KS SENIOR SCHOLARSHIPS 5 COMMUNITY SCHOLARSHIPS 6 STATEMENTS 7 AGREEMENT

Community Scholarships

Based on your application, scholarship funds that closely match your profile are highlighted below. We do encourage you to select as many funds as you wish (there is no limit). Funds that have minimal requirements can be found in the 'More Opportunities' section. Ensure that you have reviewed our Community Scholarships Listing which can be found on our website prior to making your selections.

Please make your scholarship fund selections:

1. Click on the scholarship name to review criteria
2. Place a checkmark in the box to the left of the scholarship name to select

NOTE: Certain scholarship funds require an additional essay (). Click on the scholarship name and type or copy & paste your essay from a Word document into the space provided.

All personal statements and essays are limited to 3,000 characters or less (letters, numbers, punctuation & spaces).

Based on the information you have provided you've provided the following scholarship funds match closest to your profile. Click on the short cuts below and make your scholarship fund selections.

Would you like to also apply for Pauahi Foundation's Community Scholarships?*

Yes

MAJOR FIELD OF STUDY	RELATED MAJOR FIELD OF STUDY	ENROLLMENT TYPE	STATE RESIDENCY	HS TYPE	HS NAME	MORE OPPORTUNITIES
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

Helpful tips:

Based on your application, scholarship funds that closely match your profile is displayed (see tabs highlighted in purple). Funds listed under 'More Opportunities' have minimal criteria.

We encourage you to select from as many funds as you wish (there is no limit!). You must review each list (click on each tab) & make your selections before moving on to the next section of this application.

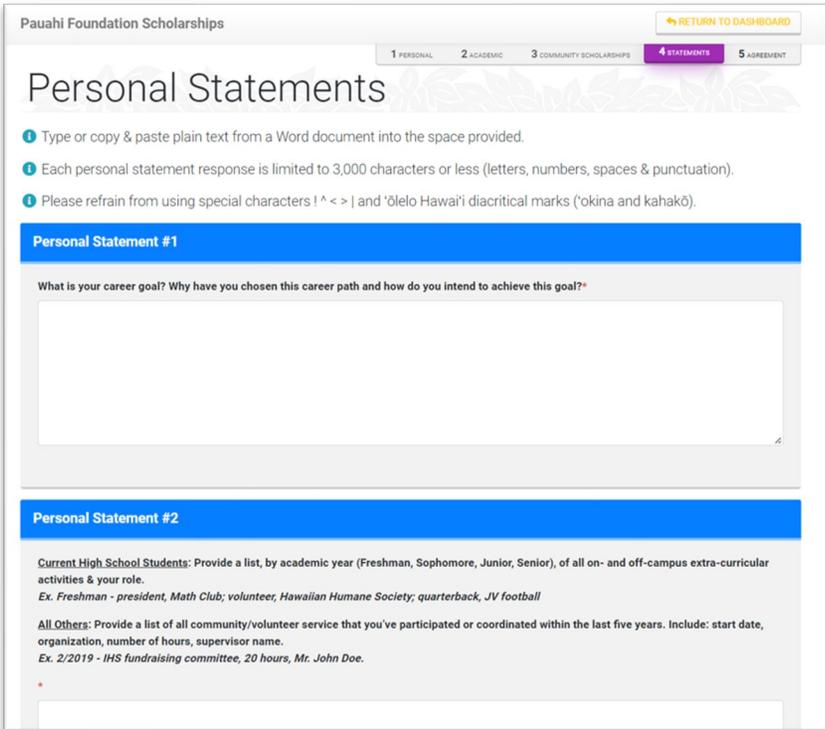
- To make a selection:
 - Place a ✓ in the box to the left of the scholarship name to select
 - If required, click  and copy/paste from a Word document
 - All essays have a 3,000-character limit (letters, numbers, spaces & punctuations)
 - Save time: Write your essay ahead of time, then copy & paste into the application
 - Avoid using:
 - Your name or nickname
 - Special characters like < > ^ #
 - 'okina and kahakō

Review each list (highlight & click the tab), then select the funds in which you'd like to be considered for. There is no limit to the number of funds you choose.

2024-2025 AY College Scholarship Application Step-by-Step Guide

Personal Statements

Helpful tips:



The screenshot shows the 'Personal Statements' section of the application. It includes a navigation bar with steps 1 (PERSONAL), 2 (ACADEMIC), 3 (COMMUNITY SCHOLARSHIPS), 4 (STATEMENTS), and 5 (AGREEMENT). Below the navigation bar, there are three numbered instructions: 1. Type or copy & paste plain text from a Word document into the space provided. 2. Each personal statement response is limited to 3,000 characters or less (letters, numbers, spaces & punctuation). 3. Please refrain from using special characters ! ^ < > | and 'ōlelo Hawai'i diacritical marks ('okina and kahakō). The form contains two text input areas: 'Personal Statement #1' with the prompt 'What is your career goal? Why have you chosen this career path and how do you intend to achieve this goal?*' and 'Personal Statement #2' with instructions for 'Current High School Students' and 'All Others' to provide a list of activities and roles, including an example: 'Ex. Freshman - president, Math Club; volunteer, Hawaiian Humane Society; quarterback, JV football' and 'Ex. 2/2019 - IHS fundraising committee, 20 hours, Mr. John Doe.'

Personal Statement Prompt: What is your career goal? Why have you chosen this career path and how do you intend to achieve this goal?

Personal Statement (List): Provide a list of all on- and off-campus extra-curricular activities, sports, community service.

Current high school senior example:

(Format: Academic Year – role, name of activity;)

separate each role/activity with a semi-colon

Freshman – president, Math Club; volunteer, Hawaiian Humane Society

All others (non-high school student) example:

(Format: Month Year – name of activity/org, total hours, supervisor name;)

separate each organization/hours/supervisor with a semi-colon

Nov 2010 – IHS fundraising committee, 20 hours, Mr. John Doe;

- Response to all personal statement prompts have a 3,000-character limit. This includes letter, numbers, spaces and punctuation
- Save time! Write your personal statement ahead of time, then copy & paste into the application
- Within your personal statement, avoid using: your name, nickname, special characters like < > ^ # and 'okina and kahakō



2024-2025 AY College Scholarship Application Step-by-Step Guide

Electronic Agreement

Helpful Tips:

- Before you complete the agreement certification, go back through your application, and make sure all information you provide is accurate. Wrong information may disqualify you for some of your selected funds.
- Type your first and last name as it appears in the Personal Information section
- Click the green 'Submit' button before January 31, 2024 at 4:15pm (HST)
- You must click 'Submit' to upload required documents like school transcript or supplemental documents like the FSS
- An application confirmation will be displayed and emailed to you. Print or save for your records.
- Use your KAPF ID # that is assigned to you when contacting Pauahi Foundation (scholarships@pauahi.org)

Application Electronic Agreement Certification

ATTENTION! Before submitting your application, please go back and review your responses to ensure that you have provided accurate information. Be sure to also check that your Personal Statements & Essays are complete. Inaccurate or incomplete information may disqualify you for select scholarship funds.

[CLICK HERE TO RETURN BACK TO STEP 1 FOR REVIEW](#)

Type 'YES' in the box below to acknowledge that you have reviewed your application.

I acknowledge and agree to the terms of this Electronic Agreement or Contract and so indicate by typing my name below as my electronic signature, executed and adopted by me with the intent to sign this document - in other words, typing my name will be an electronic signature indicating I acknowledge and agree to the terms of this Electronic Agreement or Contract just as a handwritten signature would on a traditional paper Agreement or Contract.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS ELECTRONIC AGREEMENT OR CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.

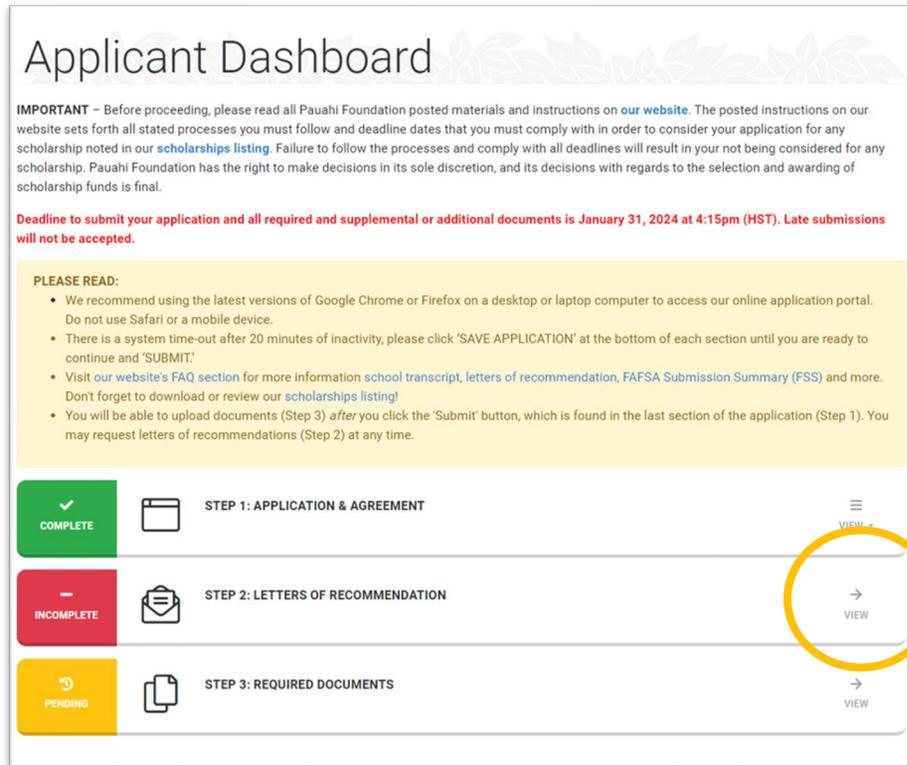
I with this Contract by affixing my electronic signature in the following text field:

(Enter Your Name in the box below as it was entered on this application form)

[PREVIOUS](#) [SUBMIT APPLICATION](#)

2024-2025 AY College Scholarship Application Step-by-Step Guide

Applicant Dashboard – Step 2: Letters of Recommendation



Applicant Dashboard

IMPORTANT – Before proceeding, please read all Pauahi Foundation posted materials and instructions on [our website](#). The posted instructions on our website sets forth all stated processes you must follow and deadline dates that you must comply with in order to consider your application for any scholarship noted in our [scholarships listing](#). Failure to follow the processes and comply with all deadlines will result in your not being considered for any scholarship. Pauahi Foundation has the right to make decisions in its sole discretion, and its decisions with regards to the selection and awarding of scholarship funds is final.

Deadline to submit your application and all required and supplemental or additional documents is January 31, 2024 at 4:15pm (HST). Late submissions will not be accepted.

PLEASE READ:

- We recommend using the latest versions of Google Chrome or Firefox on a desktop or laptop computer to access our online application portal. Do not use Safari or a mobile device.
- There is a system time-out after 20 minutes of inactivity, please click 'SAVE APPLICATION' at the bottom of each section until you are ready to continue and 'SUBMIT'.
- Visit our [website's FAQ section](#) for more information [school transcript](#), [letters of recommendation](#), [FAFSA Submission Summary \(FSS\)](#) and more. Don't forget to download or review our [scholarships listing](#)!
- You will be able to upload documents (Step 3) *after* you click the 'Submit' button, which is found in the last section of the application (Step 1). You may request letters of recommendations (Step 2) at any time.

✓ COMPLETE		STEP 1: APPLICATION & AGREEMENT	≡ VIEW
— INCOMPLETE		STEP 2: LETTERS OF RECOMMENDATION	→ VIEW
🔄 PENDING		STEP 3: REQUIRED DOCUMENTS	→ VIEW

2024-2025 AY College Scholarship Application Step-by-Step Guide

Helpful tips:

Letters of Recommendation Management

If required by your selected scholarship fund (see: scholarship listing on [our website](#)), please request your letter of recommendation (LOR) by completing the form below, then click the button marked "Request LOR." All required information marked with a red asterisk (*).

Your LOR writer will receive an email (naming you as the requestor) which will include instructions on how to submit their LOR online. We do not accept their LORs via email or hard copies via US Postal Service.

Helpful Tips:

- You may request up to 5 LORs maximum, ensure that you enter their name and email correctly
- You may cancel a request or re-send a request at any time
- We recommend notifying your LOR writer about your request: LOR writer may need to check their email spam or junk folders if they do not receive your request in their inbox
- Allow enough time for your LOR writer to complete your request

Request LOR

1 A representative of Pauahi Foundation may contact your LOR writer for verification purposes.

<small>Writer's First Name*</small>	<small>Writer's Last Name*</small>	<small>Letter Type*</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Please ensure accuracy of the Writer's email below.

Writer's Email Address*

Re-type Writer's Email Address*

- You may request LORs as you complete your online application – you do not need to complete/submit Step 1: Online Application & Agreement first
- Make sure to have the writer's correct information
 - First & Last Name (correct spelling)
 - Email address

Your selected scholarship funds may require specific or multiple LOR types. Refer to the Scholarships Listing or review your application:

- Educator: teacher/professor, advisor, counselor, coach
 - Employer
 - Community: A manager of the organization you volunteer at
- Let the writer know ahead of time to expect an email Pauahi Foundation – they may need to check their spam/junk folders for our email. Deadline for them to submit their online LOR is January 31, 2024 at 4:15pm HST.
 - Check the status of your LORs at the bottom of the LOR Management page

All LORs must be submitted by the writer via our online submission form by **January 31, 2024 at 4:15pm**. LOR via mail or email and late submissions will not be accepted.

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Applicant Dashboard – Step 3: Required Documents

Applicant Dashboard

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- You will be able to upload documents (Step 3) *after* you click the 'Submit' button, which is found in the last section of the application (Step 1). You may request letters of recommendations (Step 2) at any time.

✓ COMPLETE		STEP 1: APPLICATION & AGREEMENT	☰ VIEW -
✓ COMPLETE		STEP 2: LETTERS OF RECOMMENDATION	→ VIEW
🔄 PENDING		STEP 3: REQUIRED DOCUMENTS	→ VIEW



2024-2025 AY College Scholarship Application Step-by-Step Guide

Helpful tips:

Pauahi Foundation Scholarships [RETURN TO DASHBOARD](#)

Documents

Upload required and supplemental documents such as your school transcript or 2023-2024 SAR below before our program deadline: **December 2, 2022 at 4:15pm (HST)**.

Need help? Email scholarships@pauahi.org or visit our [website's FAQ section](#) for more info.

Allow approx. 3 business days for processing before returning to this online application portal to check the status of your submitted documents. If your document has been marked 'Pending,' 'Declined,' or 'Additional' see comment or check your primary email for more information, then upload the file before the program deadline.

Accepted file types: PDF, JPG/JPEG only. **Max file size:** 5MB

Status:

- Pending – Submit this document to KAPF. Under 'Document Upload,' choose your file, then click 'Upload.'
- Submitted – Document is under review by KAPF. Check back later for status update.
- Declined – Document has been declined by KAPF. See comment and upload correct file.
- Additional – Additional document(s) required. Check your primary email for info and submit to KAPF.
- Received – Document has been reviewed & received by KAPF. Mahalo! No further action needed.
- Upload Not Available – Visit our [website](#) for more info. Art portfolio must be received by KAPF before program deadline.

Required Documents			
Document Name	Status	Comments	Document Upload
Transcript	Pending		Choose file <input type="button" value="Browse"/> <input type="button" value="UPLOAD"/>
SAR	Pending		Choose file <input type="button" value="Browse"/> <input type="button" value="UPLOAD"/>
UBS Art Portfolio	Upload not available for this document.		

- This step will appear *after* you complete/submit Step 1: Online Application & Agreement
- Upload your school transcript and/or SAR before **January 31, 2024 at 4:15 pm HST**
 - PDF or JPG, 5MB max
- **School transcript must show final grade & cumulative GPA info through Fall 2023**
 - HS seniors: Freshman, Sophomore & Junior years
 - Current 1st year college: Final high school transcript – Freshman, Sophomore, Junior & Senior years
 - All others: GED or all completed college terms
- If a FAFSA Submission Summary (FSS) is required, you must submit ALL pages of your **2024-25 FSS**
 - Make sure all sections on each page of the FSS is expanded/visible
- If an Art Portfolio is required, you can do any one of the following:
 - Drop-off at a KSRC location in Hawaii
 - Mail to Pauahi Foundation (must be received by our office by 1/31/24)
 - Email URL of your online portfolio to scholarships@pauahi.org

Do not include your name on/within your online portfolio. You must replace your name with your KAPF ID Number.

Reference: [Sample 1](#), [Sample 2](#)



2024-2025 AY College Scholarship Application Step-by-Step Guide

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