

UTEP Terry Foundation Scholarship

Application Instructions

Step-by-step Guide

For additional help, please contact terryscholars@utep.edu

1. Visit the URL: www.utep.edu/terryapplication
2. Begin login by clicking the "Sign in with Your School Account" button



3. You will be redirected to UTEP Single Sign On page where you will input your UTEP credentials (username and password.) **Note:** your username is only the letters at the beginning of your e-mail and not your full email address.



4. You can click: "1 Item requiring completion" or "Start Application" to access the Terry Scholarship application.

Dashboard

Scholarships

Application

Application




0% COMPLETE

Start Application

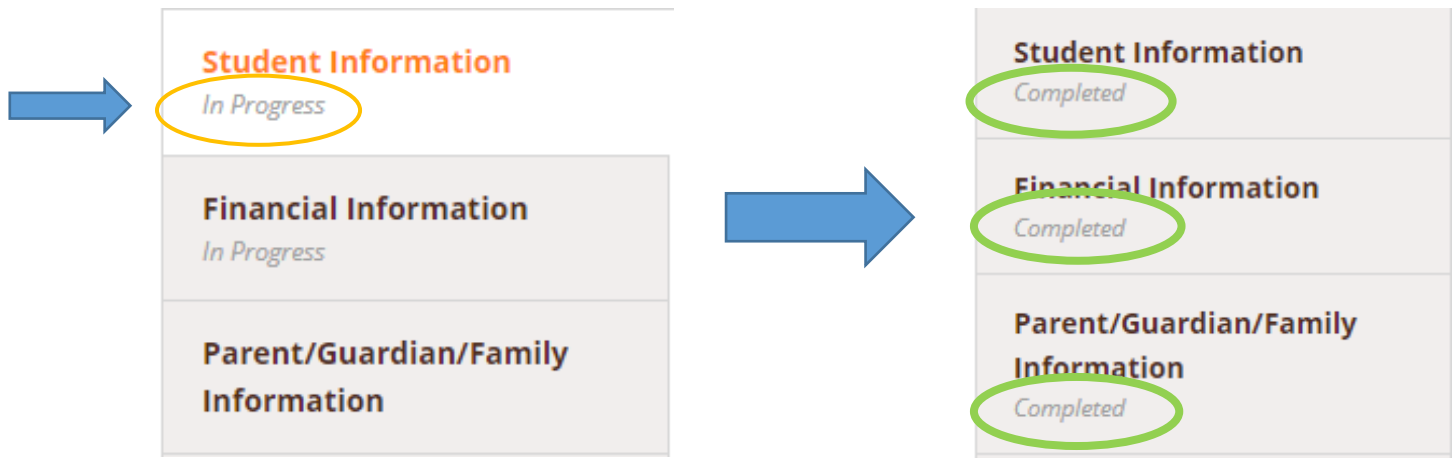
1 Item requiring completion

Scholarships closing in 52 days

5. You will see a gray list of subsections on the left hand side:

<p> Dashboard</p> <p> Scholarships</p> <p> Application</p>	<h2>Application</h2> <table border="1"><tr><td>Student Information <i>Completed</i></td></tr><tr><td>Financial Information <i>Completed</i></td></tr><tr><td>Parent/Guardian/Family Information <i>Completed</i></td></tr><tr><td>High School Information <i>Completed</i></td></tr><tr><td>College Credit / Dual Credit Information <i>Completed</i></td></tr><tr><td>Activities & Leadership <i>Completed</i></td></tr><tr><td>Community Service</td></tr><tr><td>Awards, Special Honors, & Distinctions</td></tr><tr><td>Employment and Internships</td></tr><tr><td>College Preference</td></tr><tr><td>Short Answer & Essay Questions</td></tr><tr><td>Recommendation Letters</td></tr><tr><td>Certification</td></tr></table>	Student Information <i>Completed</i>	Financial Information <i>Completed</i>	Parent/Guardian/Family Information <i>Completed</i>	High School Information <i>Completed</i>	College Credit / Dual Credit Information <i>Completed</i>	Activities & Leadership <i>Completed</i>	Community Service	Awards, Special Honors, & Distinctions	Employment and Internships	College Preference	Short Answer & Essay Questions	Recommendation Letters	Certification	<p>Fill out each section of the application form completely, taking care to respond to each question in the space provided. If something does not apply to you, please respond with N/A or "0".</p> <p>First name 4 word(s) left</p> <input type="text" value="John"/> <p>Middle Initial <i>(Optional)</i> 2 word(s) left</p> <input type="text"/> <p>Last Name 4 word(s) left</p> <input type="text" value="Smith"/> <p>What is your UTEP ID number?</p> <input type="text" value="80000000"/> <p>Preferred Name 4 word(s) left</p> <input type="text" value="John"/> <p>Personal Email Address (different from your @miners.utep.edu address) 4 word(s) left</p> <input type="text" value="yes"/>
Student Information <i>Completed</i>															
Financial Information <i>Completed</i>															
Parent/Guardian/Family Information <i>Completed</i>															
High School Information <i>Completed</i>															
College Credit / Dual Credit Information <i>Completed</i>															
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Awards, Special Honors, & Distinctions															
Employment and Internships															
College Preference															
Short Answer & Essay Questions															
Recommendation Letters															
Certification															

6. Once all sections statuses change from "In Progress" to "Completed", you can submit your application.



7. Please be sure to provide contact information for the person writing your letter of recommendation. They will receive a link via email where they can submit the letter for you.

RECOMMENDATION LETTER GUIDELINES:

- Uploaded as individual PDF files
- Signed by the person writing the letter (no typed names allowed)
- Files must have your full name in the file title

If you have questions, please reach out to our team at terryscholars@utep.edu.

Dear applicant,

You can use this section to send an e-mail to the person writing you a letter of recommendation for the 2020 Terry Foundation Scholarship at UTEP. They will receive a link to your application where they can upload the PDF letter for you.

If you have questions, please reach out to our team at terryscholars@utep.edu.

Thank you!

Recipient First Name

Recipient Last Name

Recipient Email

8. Next, you must sign and date the certification section. Sign and date ONLY if you are ready to submit:

Please read the terms listed below. Once you are ready to submit your application, provide your signature and the date your application is submitted. Certify ONLY if you are ready to submit your Terry Scholarship Application.

Date must be in the following format: Month - day - year.

Example: December 11, 2020

"I certify that the information I am providing is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules, and regulations of the Terry Foundation. I authorize the University of my choice and/or the Terry Foundation to verify the information I have provided. I further understand that this information will be relied upon by the Terry Foundation in determining my eligibility for financial aid and that the submission of false information is grounds for rejection of my application and/or withdrawal of an offer of scholarship."

I agree

I disagree

Please sign with your name:

10 word(s) left

Date:

8 word(s) left

9. After all subsections are completed and you have certified the application, you will see the gray "Submit Application" button at the bottom right-hand corner turn yellow. If the button stays gray, you must go back to the application and ensure you have answered all questions.



Need additional help? Contact our UTEP Terry Team at terryscholars@utep.edu