

# The CIRI Foundation

## How to Apply Online @ [www.thecirifoundation.org](http://www.thecirifoundation.org)

### Eligibility

Original enrollees of Cook Inlet Region Inc. (CIRI) and their direct lineal descendants (e.g. children, grand children, great-grandchildren, etc) are eligible to apply for post-secondary scholarships and grants. Individuals with inherited or gifted shares do not qualify as original enrollees, but may be eligible if they are a lineal descendant.

### Scholarship/Grant Programs and Application Deadlines

#### GENERAL SEMESTER SCHOLARSHIPS

For full-time, degree-seeking students. Up to \$2,500\* per semester/term

**Application deadlines:**

June 1                      December 1

#### CAREER UPGRADE GRANTS

For part-time, degree-seeking students. Up to \$4,500\* per calendar year

**Application deadlines:**

March 31                      September 30  
June 30                      December 1

#### VOCATIONAL TRAINING GRANTS

For students in vocational training or certificate programs. Up to \$4,500\* per calendar year

**Application deadlines:**

March 31                      September 30  
June 30                      December 1

*\*Actual award amounts are subject to available funding and the number of eligible applicants at each deadline.*

### Step one – Create a new student profile at [www.thecirifoundation.org](http://www.thecirifoundation.org).

Before you can apply online, you must create an online student profile. You will need to provide basic contact information and identify how you are eligible (either as an original enrollee of CIRI or as a direct lineal descendant). If you are a direct lineal descendant, you will be asked to specify the name of - and your relationship to - the original enrollee of CIRI from which you are a descendant. (Please note - it may be your parent, grandparent, great-grandparent, etc... If you are not sure, you should ask your family members.) You will also create your username and password. Your username should be easy to remember. Once submitted, your request for a student account will be reviewed by TCF. After your request for an account is reviewed, you will be sent a separate email regarding the status of your account.

### Step two – Login with your username and password

Once your student account is approved, you will be sent an email confirmation. You can start by logging into the system with your approved username and password.

If you are a repeat applicant, then you should find that the requested information is very similar to the paper application. If you are a new applicant, then you should have the following information to complete your application:

- **Name and Address of School.** This is very important. Please be sure that you have the correct address information, since this is where any financial aid will be sent.
- **Start and End Dates for the Term**
- **Number of Credits/Hours for the Term**
- **Budget Forecast** – Total expenses and sources of funds for the term of study. You provide this information in the application. TCF does not require you to submit a Student Aid Report (SAR).

Students only have access to the online application after the application period has been created. In general, the online application period will be open for applicants *30 days* before the stated deadline. Your online application must be finished and submitted on or before the deadline to be considered.

*THERE IS MORE INFORMATION ON THE OTHER SIDE.*

#### Required Documents

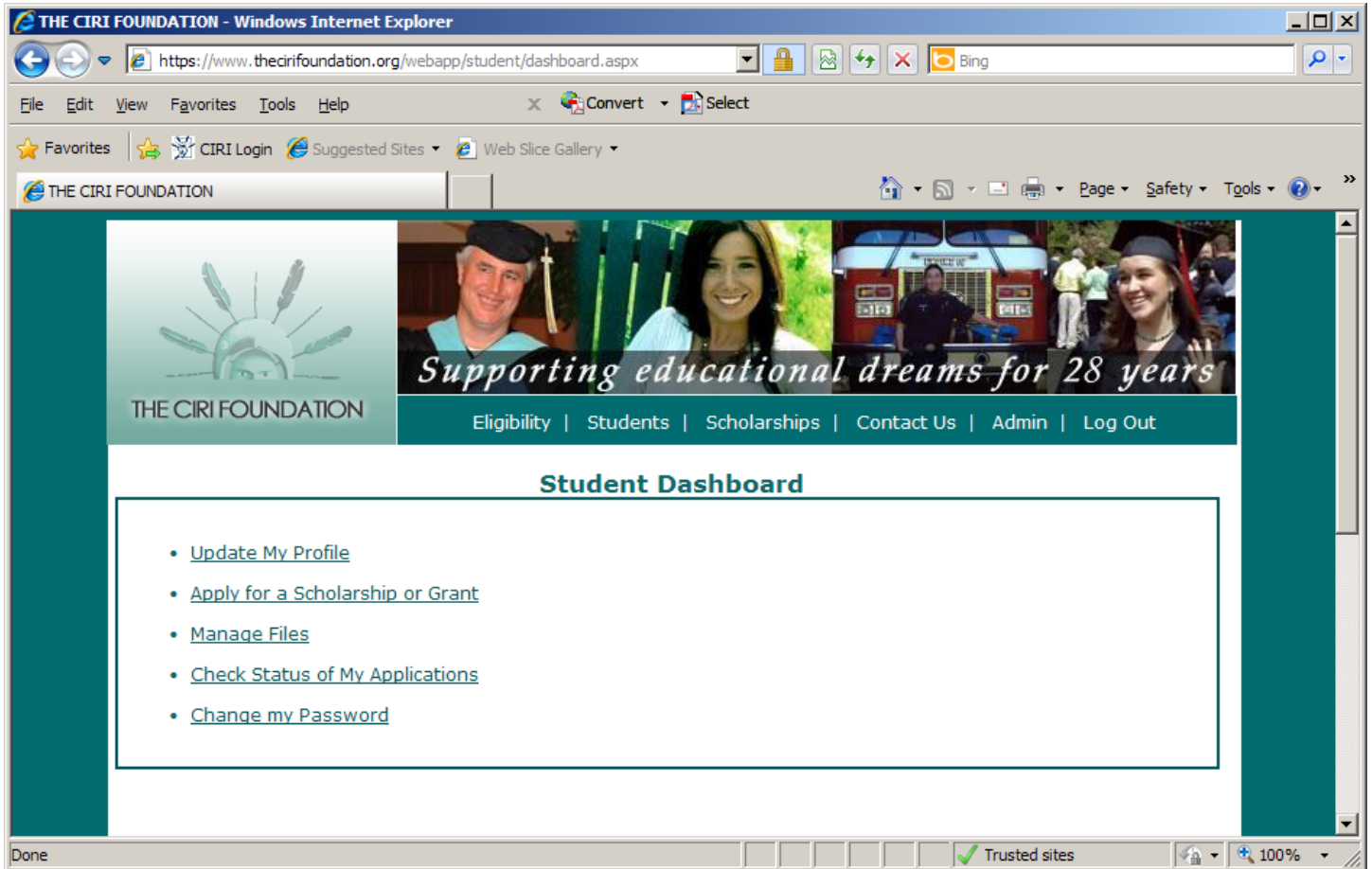
To prepare for submitting an online application, you should have the following documents saved in an electronic format:

- **Letter of reference** – Valid for three years from the date written.
- **Statement of purpose** – Must be updated with each application.
- **Proof of acceptance by the institution** – If you are in a declared degree program, the acceptance letter should confirm your degree program.
- **Class schedule for the term** – To confirm the number of credits/hours you will complete during the term.
- **Proof of Eligibility for Lineal Descendants** – Birth certificate connecting you to the Original Enrollee of CIRI
- **Proof of Name Change** – For any legal name changes. *Sworn statements or affidavits are not accepted.*

After you login, you can manage your documents through the "Manage Files" link. Documents can be attached through your student account at any time.

## What do I see when I login?

Here is a screen capture image of the **Student Dashboard** that you will see once you are logged in. From this screen, you can manage several different aspects of your student account.



**Update My Profile** – This is where you can change your contact information. Your contact information will be automatically entered on applications submitted through the online system.

**Apply for a Scholarship or Grant** – This is where you begin the process of submitting an online application. While you are working on an online application, you can save your progress and return at a later time. Please note – you can only apply for a scholarship or a grant after an application period has been created. Depending on the time of year when you click on this link, you may not see any active scholarship or grant application periods. In general, the online application period will be open for applicants *30 days* before the stated deadline.

**Manage Files** – This is where you can attach documents such as your statement of purpose, acceptance letter, class schedule, letter of reference, or other documents that are required as part of a complete application package. Documents can be attached if they are saved in the Acrobat PDF (.pdf), Microsoft Word (.doc, .docx), Microsoft Excel (.xls, .xlsx), TIFF (.tif, .tiff) or JPEG (.jpg, .jpeg) formats. Files can be added to or deleted from your student dashboard at any time.

**Check Status of My Applications** – After you finish and submit an online application, this is where you can view basic information about the status of your request. If you receive an email indicating that you need to complete or revise sections of your application, this is where you will go to make edits to your application.

**Change My Password** – Your application and the information you provide is kept confidential. You should keep your password secure. If you forget your password at any time, you can request a temporary new password from the login screen. Once you login with the temporary password, you should change your password to something unique that will keep your information secure.

If you have any additional questions, please feel free to contact The Ciri Foundation via email at [tcf@thecirifoundation.org](mailto:tcf@thecirifoundation.org).

**[www.thecirifoundation.org](http://www.thecirifoundation.org)**