

# Chancellor's Scholarship Guide

1. Apply for admission online at [apply.mst.edu](http://apply.mst.edu) and submit an official high school transcript and official test scores to the Admissions Office. (We recommend doing this by **October 15<sup>th</sup>** to allow 2 weeks for processing)

\*Send official documents to: Missouri University of Science and Technology  
106 Parker Hall  
300 W. 13<sup>th</sup> Street  
Rolla, MO 65409

2. After you receive your confirmation email from the Admission's Office, follow the instructions to set up your username and password for Joe'SS. Keep a record of your username and password for future use.

**\*While you are waiting to start with step 3, go to [sfa.mst.edu/chancellors/](http://sfa.mst.edu/chancellors/), review the essay criteria, and begin writing your essay.**

3. You must wait 24 hours after you complete step 2 to start step 3. Do not wait until a few days before Nov. 1<sup>st</sup> to create your password, as you will not be able to log in and submit your application. Go to [scholarships.mst.edu](http://scholarships.mst.edu), sign in using the username and password that you set up in step 2 and complete a general application.



MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Sign In

Our Opportunities Show Filters

- The "All" or "Ours" tab is a listing of other scholarships available. Please read the scholarship descriptions carefully to determine if you might qualify for any additional scholarships. Several of the scholarships listed on the "All" or "Ours" tab require no further action from you to apply (those listed with "None required"). NOTE: The list below represents certain scholarships for which you appear eligible and the "All" or "Ours" tab will reveal all scholarships whether you might be eligible or not. Please keep in mind that even if you apply, you may not receive an award.

Search by Keyword

Award	Name	Actions
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You will need to click on "Sign In" and you will be taken to the log-in page below.

Opportunities

Applicants and Administrators [References and Reviewers](#)

## Welcome!

If you are a Student or Scholarship Administrator, please sign in using your Login and password. New Freshman and Transfer Students will need to be fully admitted for at least 1 business day to Missouri S&T before they can sign in. If you need help with your Login or password, please click on [trouble signing in](#).

If you are a **Chancellor's Scholarship Applicant**, please allow 1 business day (Monday – Friday) to pass after setting your password for Joe'SS before attempting to log in.

**Sign In With Your Institution**

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[Missouri S&T](#) | [Financial Aid](#)



## University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

Password

**Login**

[Help](#)   [Using a shared computer?](#)

You are currently logging into:  
**AcademicWorks - Missouri University of Science and Technology**

**academicworks + blackbaud**  
Better Together.



This is where you enter your username that you were given in the Admissions email and the password that you set up for Joe'SS.

**\*You must complete your general application before you can apply for the Chancellor's Scholarship.**



MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

4. Once you have completed the general application, you will need to complete the application for the Chancellor's Scholarship. You should be recommended to apply for the Chancellor's Scholarship based on your general scholarship application. You would proceed to click on the "Apply" button. If for some reason you are not recommended you can hover on the "Opportunities" tab and click "Ours."

## Our Opportunities

Show Filters

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Award	Name	Actions
Varies	<a href="#">Robert and Linda Mueller Manufacturing Engineering Scholarship</a> The Missouri University of Science and Technology Manufacturing Engineering Program will award a \$1,000 scholarship to one qualified student each...	Apply by 09/15/2018
\$500	<a href="#">Lieutenant General Joe N. Ballard and Professor Yildirim Omurtag Endowed Scholarship in Engineering</a> This scholarship is open to active members of the Fort Leonard Wood Post of the Society of American Military Engineers and enrolled in an approved...	Apply by 09/30/2018
\$500	<a href="#">The Richard E. &amp; Mary Dotson Koch Endowed Scholarship</a> This scholarship is open to military applicants enrolled in the Engineering Management graduate program. Preference is given to student having at...	Apply by 09/30/2018
\$12,000	<a href="#">Chancellor's Scholarship</a> The Chancellor's scholarship is Missouri S&T's most prestigious academic scholarship for incoming freshmen from the state of Missouri. It is...	Apply by 11/01/2018

\*Once you click on the “Apply” button, you will be taken to this page, which outlines the eligibility requirements, gives you the deadline and tells you about the essay that you will need to write and upload into the system.

<p>My Applications</p>	<p>▼ Opportunities</p>	<p>Donors</p>	<p>Your Name</p>
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<h3>Chancellor's Scholarship</h3> <p><b>Description</b></p> <p>The Chancellor's scholarship is Missouri S&amp;T's most prestigious academic scholarship for incoming freshmen from the state of Missouri. It is...</p> <p><b>Deadline</b></p> <p>11/01/2018</p> <p><b>Category</b></p> <p>New</p> <p><b>Supporting Documents</b></p> <ul style="list-style-type: none"><li>Applicant Record</li><li>Profile</li></ul>	<p>You can save your application at any time by clicking <b>Save and Keep Editing</b> at the bottom of the form. Once completed, you can submit your application by clicking <b>Finish and Submit</b>.</p> <p><b>Note:</b> Required fields are marked with an asterisk.</p> <h3>Application Questions</h3> <p>* Your persuasive essay should be 750 words maximum typed in 12 pt. Times New Roman font and double spaced (please note that the title and reference page will not be counted in the 750 word count, but in-text citations will be counted). Applicant must use APA style formatting; you must exclude your name and high school affiliation to maintain anonymity (you can put something generic on the title page, such as “future student” and your institution should be Missouri University of Science and Technology) and an abstract page is not needed. Your reference page should include a minimum of 3 references. Uploaded essays should be in PDF. Your essay will not upload if you have special characters or apostrophes in the title. Here is your persuasive essay topic:</p> <p>What is social responsibility? Write an essay about the impact of social responsibility in businesses. Include facts and statistics about social responsibility that support your viewpoint.</p> <p><a href="#">Add a New File</a></p> <p>* What is your preferred t-shirt size?</p> <p><input type="text"/></p> <p>* Are you taking the October ACT test? - Answer 1 time.</p> <p>* If yes, are you taking the ACT that includes a writing section?</p> <p><input type="text"/></p> <p>* Please select yes or no.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><b>Save and Keep Editing</b>   <b>Finish and Submit</b></p>
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Essay tips:

- Your essay should be 750 words maximum in 12 pt. Times New Roman font, double spaced. You should have a separate title and reference page, but an abstract page is not needed. The title and reference page will not be included in your word count, however, in-text citations will be included in the word count.
- You should use APA style, however, **DO NOT** include your name on or in your essay or save your essay with your name in the file name. You can put something generic on your title page such as “Future S&T Student.” Your institution should be Missouri University of Science and Technology.
- Your reference page should include a minimum of 3 references.
- The file you upload should be saved as a PDF so that your essay can be reviewed properly. Do not use your name as the document title for your saved essay, as your essay must be anonymous. Your essay will not upload if you have special characters or apostrophes in the title.

5. If you aren't able to finish the Chancellor's scholarship application in a single sitting, make sure to save it for later. You can upload multiple versions of your essay (although we recommend waiting until you have finalized your essay to upload it), but our system will default to your final version once you submit your application.

Do not submit until you are 100% sure you are finished with your essay.

The screenshot shows a web application interface for the Chancellor's Scholarship. The top navigation bar includes 'My Applications', 'Opportunities', 'Donors', and 'Your Name'. The main content area is titled 'Chancellor's Scholarship' and contains a description, a deadline of 11/01/2018 (circled in red), and a category of 'New'. Under 'Supporting Documents', there are buttons for 'Applicant Record' and 'Profile'. The right side of the form contains instructions, application questions, and a text area for the essay. At the bottom right, there are two buttons: 'Save and Keep Editing' (circled in red) and 'Finish and Submit'.

6. Applications must be submitted by **November 1<sup>st</sup> by 11:59 pm** central standard time.
7. Students will be notified by a paper letter in the mail by the end of the third week in December if they are or are not moving on to the on campus interview portion of the competition, which is to take place on Saturday, January 26<sup>th</sup>.