Hispanic League Scholarship
Application Instructional Guide

A How-To Guide to the Application Process
Welcome to the Hispanic League Scholarship Application hosted by ISTS

► The following guide is to help you complete your Hispanic League Scholarship application using the International Scholarship and Tuition Services, Inc. (ISTS) portal.

► Please keep in mind that this application will take time to complete. It is not advised that you wait until the almost the deadline to complete it. The deadline for your completed application is January 13, 2023.

► Please note - It is your responsibility as the applicant to verify your application status on your Home page is Complete.
Getting Started: Logging In OR Setting Up Your ISTS Account

► Home Page Tutorial
► Your ISTS Home page is located at https://aim.applyISTS.net. This will show you all your applications and their overall status. It is your responsibility as the applicant to monitor your Home page to ensure your application is Complete.

► Help and My Profile
► In the top right corner of the page, you’ll find the HELP link to the ISTS Help Portal and your My Profile page.
To Start a NEW application, click ADD NEW APPLICATION. You will then be asked for the Program Key. Enter “HispanicLeague”.

As the applicant, you will not click FILL OUT A SUPPLEMENT. This will be used only by a third party completing a required supplement form for your application. Not every application requires a supplement. Make sure you review the requirements for each.

What if I am a returning applicant?

Returning applicants should start a new application every year. Once you have started the new application, then you will be able to access it from your homepage.

Is this award renewable? move to how to apply page

No, but eligible students may apply again the following year.
You must complete all pages of the application, including all required fields, and upload all required documents. You must also have your recommendation complete. Only completed applications are eligible for awards.

There are six sections to complete before you can save/submit your application:

- Applicant
- Academics
- Financial
- Personal Achievements
- Essay
- Recommendations
New on the Application for 2023-24 - Other Grants & Scholarships

- List any additional awards, grants, or funding you will receive towards your education. If you have applied or are thinking of applying, you may include it. **Having additional funding does NOT impact you receiving a scholarship.** If you will not receive funding, click that box instead.

<table>
<thead>
<tr>
<th>Name of Scholarship/Award</th>
<th>Application Status</th>
<th>Possible Scholarship/Award Amount (per year)</th>
<th>Is this award renewable?</th>
<th>Have you accepted/If offered, will you accept this award?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No data available in table</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEW  EDIT
Applicants must meet all the following criteria to be eligible for this scholarship. To learn more about the eligibility criteria, please visit the Hispanic League website or www.HispanicLeague.org for a video detailing the eligibility criteria.
Should I submit all of my information before I request my letters of recommendation?

No. You should request a recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline of January 13, 2023.

What supporting documentation is required for this application?

- High School Transcript: Upcoming College Freshmen only.
- College/University Transcript: Upcoming College Sophomores, Juniors and Seniors only.
- 1040 (Top 2 Pages Only): All applicants.
- W-2: All applicants.
- If you have “special circumstances” regarding these forms, call 336.270.9210 to discuss options.
Uploading Documents

►DO:
- Upload one of the accepted file types.
- Only upload the requested and required documents.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your *Home page* to verify your documents have been *Accepted*.
- Contact us if you are having trouble providing a required document.

►DON’T:
- Upload a Microsoft® Word document (.doc, .docx) or any other format we don’t accept.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document. **Contact us if you are having trouble providing a required document.**
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.
Application Timeline

► When is the application deadline?
   ➤ January 13, 2023

► When is the recommendation deadline?
   ➤ January 13, 2023

► What is the Program timeline?
  • Application Open: October 1, 2022
  • Application Deadline: January 13, 2023
  • Recommendation Deadline: January 13, 2023
  • Scholarship Orientation: March 4 and 5, 2023 (Mandatory to Attend!)
  • Spanish Night (Winner Announcements): April 15, 2023 (Mandatory to Attend!)
  • Winner Notification (Acceptance Instructions): June 2023
  • Funds Disbursed: August 2023 (Fall Semester) December 2023 (Spring Semester)
Applicant Responsibilities

► For a comprehensive list of all applicant responsibilities, please visit the Hispanic League website or www.HispanicLeague.org for a video detailing the requirements.
Applications View
Each application will have its own box. You will see the program name, application link, and Status Button.

Applications

Program Name

Application Form STARTED

Application Status Buttons
Each application will have one of the following Status Buttons:

STARTED STARTED COMPLETE

If your status button is grey, it means you have not yet clicked the Submit button on the last page of your application. If your status button is orange, it means you have clicked Submit but you are missing one or more required documents or supplements for that application.

For a detailed status of each application requirement, click the Status Button.
Detailed Status View

Once you click the Status Button, your detailed status view will appear. Below is an example. Next, we’ll review what each of these statuses mean.

Application Form

Started: 8/16/2019  Due: 2/25/2020

Additional status information about your form is shown below.

Supplements

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Email Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation Form</td>
<td><a href="mailto:Recommender@email.com">Recommender@email.com</a></td>
<td>NOT STARTED</td>
</tr>
</tbody>
</table>

Attachments

<table>
<thead>
<tr>
<th>Type</th>
<th>Filename</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT/SAT Test scores</td>
<td></td>
<td>NOT RECEIVED</td>
</tr>
<tr>
<td>High School Transcript</td>
<td>Transcript.pdf</td>
<td>PROCESSING</td>
</tr>
<tr>
<td>Colleges/University Transcript</td>
<td></td>
<td>REJECTED</td>
</tr>
<tr>
<td>FAFSA Student Aid Report</td>
<td>FAFSA SAR.pdf</td>
<td>ACCEPTED</td>
</tr>
</tbody>
</table>

Rejected Attachments

<table>
<thead>
<tr>
<th>Type</th>
<th>Filename</th>
<th>Reason</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleges/University Transcript</td>
<td>College Transcript.pdf</td>
<td>Missing Student Name</td>
<td>8/19/2019 9:49 AM</td>
</tr>
</tbody>
</table>
Application Form Section
This top section shows you the date you started the application, application deadline date, status of your form and provides a button to return to your application.

Application Form
Started: 8/19/2020 Due: 2/25/2020

Additional status information about your form is shown below.

Please note - Your application is NOT complete until the button reads COMPLETE.
Supplements Section
This section allows you to track the progress of your required supplement forms. Some programs require this information to remain confidential. In those cases, you will not see the status of the form. It is simply your responsibility to make sure the person completing that supplement form received the instructions. Not all applications require a supplement. Make sure you review the application requirements for each application.

When your supplement has been requested but not started, you will see the status NOT STARTED:

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<td><a href="mailto:recommender@email.com">recommender@email.com</a></td>
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Once the supplement has been started, you will see the status STARTED:

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<td>STARTED</td>
</tr>
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</table>

Once the supplement form is submitted, you will see the status COMPLETE:

<table>
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Please visit the Hispanic League website www.HispanicLeague.org for helpful hints and suggestions regarding recommendations. You must have a completed recommendation to be considered for an award.
Attachments Section

This section allows you to track the status of each required attachment or supporting document(s) for your application. Not all applications have required attachments. Make sure you review the application requirements for each application.

There are four (4) attachment statuses:

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<td>FAFSA SAR.pdf</td>
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</tr>
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</table>

**NOT RECEIVED**: This means you have not yet uploaded this attachment and it is required for your application to be considered complete.

**PROCESSING**: This means your attachment has been uploaded and is currently pending review by ISTS. Attachments are processed within 5-7 business days. All documents uploaded prior to the application deadline will be considered.

**REJECTED**: This means the document you uploaded was not acceptable. Below the attachment section is the Rejected Attachment section. This will tell you why your attachment was rejected.

**ACCEPTED**: This attachment has been reviewed by ISTS and has been verified as meeting all of the requirements needed for that attachment.

Please note - Your application may look slightly different. These are just examples, and your application will not include test scores or FAFSAs.
Rejection Section
If you have uploaded a document that does not meet the minimum requirements for the application, your document will be rejected. Your attachment status will read:

REJECTED

You will see the attachment type, file name, the reason for rejection and the date/time your document was rejected.

Rejected Attachments

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To upload a corrected document, simply click GO TO FORM and upload your document. Make sure you have fixed any of the issues noted in the reason for rejection so that your document is not rejected a second time.

Please make sure all the important information, such as student name, is visible and legible.

If you need help uploading your documents, call the Hispanic League office in Winston Salem at (336) 270.9210.
Application Status: Notifications

- Notifications are sent primarily via email to the email you used to create your account.

- While you can opt out of notifications, this is not advised. It is your responsibility as the applicant to ensure your application is Complete. If you opt out of notifications, you will not receive deadline reminders or selection results. Your information is never sold to any third party. The only emails you will receive from ISTS are directly related to your application.

What notifications will be sent to me?
- **Deadline Reminders**: Deadline reminder emails are typically sent two (2) weeks and one (1) week prior to the application deadline.
- **Recommendation Deadline Reminder**: You may receive a notification after the application deadline but prior to the recommendation deadline if your recommendation is still incomplete.
- **Selection Results**: Selection results notifications are sent to all Complete applicants. This includes semi-finalist and finalist notifications.
- **Funds Disbursed**: Once your funds have been issued, you will be notified.

- You will receive notifications from two (2) possible ISTS email addresses: donotreply@applyISTS.com and ContactUs@applyISTS.com. You should add both of these email addresses to your “safe senders list” to ensure important emails are not sent to your spam or junk folder.
Still have questions? Contact Us!

- For questions regarding your ISTS account, issues with the application website, or general applications questions, contact ISTS at ContactUs@applyISTS.com or at (855) 670-ISTS (4787), or through our self-help portal at ISTSprogramsupport.com.

- For assistance regarding recommendations, eligibility, document uploads, or school-specific questions, contact the Hispanic League at (336) 270.9210 or email Daniela at Daniela@hispanicleague.org. We are here to help you become a success!