Who should use this?

Students are encouraged to apply for scholarships through this site and view opportunities in their respective departments or colleges.

Incoming Freshman and Undergraduate Transfer Students must apply for scholarships via Apply Texas: www.applytexas.org.

Logging on to the Site

1. Go to the site: https://scholarships.txstate.edu
2. Click Sign In or Register.
3. Enter your Texas State NetID and password
4. Click Login
5. Follow the prompts on the screen to apply.

NOTE: If you have not already done so, click Activate your NetID on the login page.

Applying to Scholarships

Once logged in, you will see the Scholarship Home page. The home page will be split into two sections: “Your Tasks,” and “Your Applications.”

Your Tasks are tasks that must be completed before you can apply for scholarships. To complete a task, click Start under the Actions column.

When you complete a task, the status will change from Incomplete to Complete. To edit your task, click Edit under the actions column.

After completing all required tasks, under the Your Applications header, a new button will be available called View Scholarships.

This button will only become available once any required tasks are complete.

Clicking View Scholarships will show you a list of scholarships for which you are eligible to apply. To apply for a scholarship click Apply Now under the Actions Column.

NOTE: to apply to multiple scholarships at one time, use the checkboxes on the left side of the table to select multiple scholarship, then click Add to My List.
Applying to Scholarships (cont.)

After applying, you will be taken to the created application.

To complete the application, you will be required to complete a set of tasks. To complete a task, under the Actions column, click Start. The submit button will be disabled until all required tasks have been completed.

Once all tasks have been completed the Submit button will be come enabled. Click the Submit Application Materials button to submit your application.

After you click Submit Application Materials, you will be asked to confirm your submission. Once an application has been submitted, you cannot edit a task. The application will be LOCKED from editing and will move into the review stage.

To return to the Scholarships Home Page at any time, click Scholarships Home in the breadcrumbs at the top left of the page.

On the Scholarship Home page you can view a list of all applications that you have applied to—or are in the process of applying to—under Your Applications.

Your application status is indicated in the Status column (red for Incomplete, green for Complete and blue for In Progress).

Click View/Edit to resume the process of applying for the scholarship.

Finished applications are locked from editing.