<table>
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<th>MONTH</th>
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| October – November    | 1) If you are a new freshman, transfer or returning student to the University of Hawai‘i System, contact the Admissions Office at the UH campus you plan to attend for admission requirements and deadlines.  
2) Obtain your UH ID Number and UH Username.  
3) Visit the UH System Scholarship website at [http://www.hawaii.edu/finaid/scholarships/system/index.html](http://www.hawaii.edu/finaid/scholarships/system/index.html) for more information (i.e. Application requirements, sample questions, scholarship descriptions and FAQs).  
4) Start writing your personal statements and essays.  
   a. Most scholarships require a personal statement. Essays are optional, but to be considered for a maximum number of scholarships, it is recommended to complete as many essays as possible.  
5) Contact your recommenders to verify their wish to be a reference prior to entering their contact information. You will need their email address.  
6) Request your transcripts from your high school/college in order to upload into your scholarship application or send directly to the UH System Scholarship Office.  
7) Gather your (and spouse, if applicable) and parent’s 2016 tax information to complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) before March 1st.  
8) Search and apply for other scholarships and grant opportunities. |
| November – February   | 1) Before March 1st – Complete the UH System Common Scholarship Application online at [https://uhsys.scholarships.ngwebsolutions.com](https://uhsys.scholarships.ngwebsolutions.com).  
2) Answer questions that are applicable to you.  
3) Copy and paste your personal statement and any applicable essays.  
4) Upload your transcripts or confirm with your high school/college that transcripts have been sent to the UH System Scholarship Office. Transcripts must be uploaded or postmarked by March 1st. |
| March 1st             | 1) Deadline to have your FAFSA completed. Check your MyUH to ensure your home campus has received your FAFSA.  
2) 4:00 pm HST: Deadline to submit the UH System Common Scholarship Application via Scholarship Manager. All supporting documentation (i.e. transcripts) must be postmarked by this date. |
| March 5th             | **4:00 pm HST:** Deadline for recommenders to submit their Letters of Recommendation online through Scholarship Manager. |
| April – July          | 1) Scholarship selection committees meet to determine and select qualified recipients.  
2) Selected students are notified as decisions are made. |
| Fall/Spring Semesters | 1) Fall & Spring semester scholarship award(s) are disbursed by the campus to pay for any outstanding balance, prior to the start of the semester. Check with your home campus Financial Aid Officer for disbursement procedures.  
2) Send Thank You notes to the donor. |
| October               | Start the application process again to re-apply for the next academic year. |