



The National Italian American Foundation Scholarship Application Instructions

1. Review available scholarships

Review available NIAF scholarship descriptions on the [Active Scholarships](#) page to see if you qualify for any of our scholarships.

2. Sign up for a NIAF membership

If you qualify for a scholarship and you or your parent/guardian are not an active member of the Foundation, [CLICK HERE](#) to visit NIAF's membership registration page and become a member or renew your membership. Once you fill out the membership form and submit payment, you will receive an e-mail from membership@niaf.org with an electronic membership card. The membership card includes your member number to input on your scholarship application.

3. Get started on AwardSpring

New applicants must create an AwardSpring account to start your application by pressing the yellow, "Register" button on NIAF's [AwardSpring page](#). **Please note that the application login is different from your NIAF membership login. You cannot access the scholarship application from the NIAF membership portal.** Returning users should login with the email address they used when they first registered.

4. Complete the online application

Once you identify a scholarship of interest and create an Award Spring account, log in to your Award Spring account and fill out your application details. Our application will match you to the funds you are eligible for based on the information you submit. As you complete the online application, follow the instructions to upload your supporting documentation. **All supporting documentation must be submitted online in a .doc or .pdf format.**

5. Request letters of recommendation

Within the AwardSpring application, request one letter of recommendation from a teacher, supervisor, or community leader. Letters from parents, friends, and relatives will not be accepted. Once you send a request for a letter of recommendation on AwardSpring, your recommender will receive an e-mail from scholarships@niaf.org

instructing him or her how to submit their letter on the AwardSpring website. Students will be unable to upload the letter of recommendation themselves.

6. Request and submit a transcript

NIAF will accept both official and unofficial transcripts to fulfill the transcript requirement. Please upload your most recent transcript(s) in the “Additional Documents” section of the application.

7. File the FAFSA form

If you are planning to apply for need-based scholarships, please complete the [Free Application for Federal Student Aid \(FAFSA\) form](#). You will need to upload a PDF copy of the Student Aid Report (SAR) showing your Expected Family Contribution (EFC). It is available to you after you complete the FAFSA.

8. Review and submit

Once you have filled out the entire application, please review your application to ensure that all of your responses are complete and correct. As you complete each section, the tab will show “Completed” under each of the headings. After you complete all of the required sections of the application, a yellow button that says, “Submit Application” will appear at the bottom right-hand corner of your application. Click this button, and your application will be complete!