The National Italian American Foundation
The Ambassador Peter F. Secchia Voyage of Discovery
Application Instructions

1. **Sign up for a NIAF membership**

   If you qualify for the NIAF Ambassador Peter F. Secchia Voyage of Discovery and 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. ***All NIAF memberships are valid for one year from the date of registration.*** 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 application. If you do not receive your electronic membership card, please check your spam folder.

2. **Get started on Community Force**

   All new applicants must create a free Community Force account to start your application by pressing the grey, "Create New Account" button on NIAF's Community Force page. If you have applied to a NIAF Scholarship or NIAF on Campus for the 2026-2027 academic year, you may use the same login as you used last year. **Please note that the application login is different from your NIAF membership login. You cannot access NIAF's education program applications from the NIAF membership portal.**

3. **Complete the online application**

   Once you create a Community Force account, log in to your Community Force account and fill out your application details. 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 by January 31, 2027 at 11:59 pm PT.**

4. **Request two letters of recommendation**

   Within the Community Force application, request two letters of recommendation from a teacher, supervisor, or community leader. Letters from parents, friends, and relatives will not be considered and your application will be considered incomplete. Once you send a request for a letter of recommendation on Community Force, your recommender will receive an e-mail from admin@communityforce.com instructing him or her how to submit their letter on the Community Force website.

Students will not be able to upload the letter of recommendation themselves. Letters of recommendation must be received by **January 31, 2027 at 11:59 pm PT**. **No late letters of recommendation will be accepted**. To check whether your provider has uploaded the letter or not, go to your applications and check the percentages underneath the "Request" section.

5. **Submit a transcript and resume**

   NIAF will accept both official and unofficial transcripts to fulfill the transcript requirement. Please upload your most recent transcript(s) and resume as a PDF or Word document in the "Additional Documents" section of the application.

6. **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 bar underneath each of the headings will reflect the percentage of the section that you have completed.

   After you complete all the required sections of the application and all of the sections show that they are 100% complete, click the "Final Review and Submit" button at the top right-hand corner of your application. Click this button, and it will prompt you to review your application. The application summary will appear. If your application is correct, please click the check box at the top of the page to confirm that you have reviewed the application and click the blue "Submit" button. You will receive an e-mail from admin@communityforce.com to confirm the submission of your application.