Mount Allison University Online Scholarship Application Guide

Mount Allison offers a generous and competitive scholarship program for entering students. Scholarships are primarily merit based, with a few having a financial need component, and aim to recognize a student’s academic and extracurricular achievements.

By being offered admission to Mount Allison University by March 1st based on a mid-year high school transcript (or final high school transcript and all post-secondary transcripts), a student will automatically be considered for a guaranteed portion of the Entrance Scholarship. To be considered for an enhanced amount, and for other designated scholarships, the applicant must submit the online scholarship application, complete with all additional requirements and sections finalized.

Within the document we will provide you step by step instructions on how to access and submit the scholarship application. For further information on Mount Allison’s scholarship policy please visit www.mta.ca/scholarships.

Steps to submit an online entrance scholarship application

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1. Access the Scholarship Application via your secured network account: Connect@MTA
   - Log-in to your Connect@MTA account (webadvisor.mta.ca) using your MtA username and password.

   TIP: Your username and password for Connect@MTA are identical to your MtA email information. This information was provided to you via your offer emails that were sent to your external email account entitled “Coming Soon: Mount Allison Offer” and “Access MT A”.

   - Click on ‘Connect for Future Students’
2. Click on ‘Scholarship Application’ within the Financial Aid Section

- The Financial Aid Section is comprised of three sub-sections – Scholarship Application, Canadian Bursary Application and International Bursary Application. This guide will specifically focus on Scholarship Application online submission. If you are a Canadian student you will have access to the Canadian Bursary Application only. If you are an international student you will have access to the International Bursary Application only.

- Please note: If you listed your birth country as other than Canada but claimed Canadian citizenship on your admission application, proof of citizenship must be received by the Registrars’ Office to allow you access to the Canadian Bursary Application. (Citizenship documents accepted: copy of Passport, Permanent Residence Card, Canadian Citizenship Certificates, Confirmation of Permanent Residence paperwork or Commemorative Certificate of Canadian Citizenship)
3. Read instructions and click on ‘Select Scholarships’ to choose scholarships you would like to be considered for.

- Mount Allison’s general Entrance Scholarship Application covers numerous scholarships for which you may be eligible. It is within this webpage that you provide us your selection(s). Individual scholarship descriptions can be located online via the ‘Enhanced Entrance Scholarship’ and ‘Designated Scholarship’ links at the top of this webpage.
- Each blue hyperlinked subheading is a separate section of Scholarship Application that should be completed or reviewed.

- Click the ‘Apply’ box associated with the individual scholarship for which you would like to apply.
- Example below outlines an applicant applying for the Enhanced Scholarship, Khaki Scholarship and Marjorie Young Bell Scholarship. **The Enhanced Scholarship box is always selected. All applicants who submit this form will be considered for this scholarship.**
- Click the ‘Save’ button at the bottom of the screen to save your selection and continue.
4. Click on ‘Enter/View Scholarship Information’ subheading to complete this section of the application.

- All scholarships require the submission of details regarding your academic and extracurricular activities; this is the standard information collected further on in the application. There are some scholarships that require additional unique supporting documentation. This screen will display the scholarships that you selected on the previous screen that require additional documentation outside of the standard academic and extracurricular activity requirements.
- Note: The Enhanced Scholarship option box will not appear in this section as its submission requirements are the standard information that is collected further on in the application. There are no additional/unique documents required unique to this scholarship.
- If you would like to add another scholarship you must go back to step three and select another scholarship.
  - Example Below: The student selected 3 scholarships in step 3, however only 2 scholarships will appear on this screen as the Khaki Scholarship and the Marjorie Young Bell Scholarships were the only 2 selected that required additional/unique documentation.
5. Click on the drop down menu for each scholarship listed and click on ‘Enter/View details’.

- Once you click on ‘Enter/View details’, you will be brought to a screen that either prompts you to enter in additional information or answer a ‘confirmation statement’ that is in accordance with the scholarship’s donors awarding criteria.

- **Example 1 – Khaki Scholarship**
  - This scholarship is awarded to an individual who is a veteran or a child of a veteran. As such, it simply requires you to ‘confirm’ a statement as true. Once you confirm the statement, click ‘Save’.

If you determine that you selected a scholarship that you didn’t want to be considered for or are not eligible for, you may remove it from your consideration list by clicking ‘Cancel Application’ rather than ‘Enter/View Details’.
• Example 2 – Marjorie Young Bell Scholarship
  • This scholarship has two additional requirements – 1) 3 Reference Letters 2) 500 word essay.
  • Reference Letters may be submitted in any format. However, we have provided you a helpful web form template that you can send to your referee to submit for ease of processing. (link located in scholarship application)
  • Complete the Essay section in the space provided on the screen.
  • Click ‘Save’ once you have completed this section.

TIP: You can save and return to any part of the application at any point in time.

6. Repeat Step 5 for all individual scholarships listed as selected
7. Click on ‘Enter Leadership Activities’ subheading to complete this section of the application.

- This section enables you to provide us thorough details regarding the leadership activities that you have been a part of or roles you have held. (initiated projects/leadership roles etc...)
- Leadership activity examples: teaching dance, captain of a team, executive position on student council, camp counsellor, director of a play or starting a club/society.
- If necessary, please use the free form text box at the bottom of the webpage to provide us details that you were not able to capture within each activity line.
- Click ‘Save’ once this section is complete

TIP: For an activity to be considered for review, all 9 columns must be completed.
8. Click on ‘Enter Volunteer Activities’ subheading to complete this section of the application.

- This section enables you to provide us thorough details regarding the volunteer work you have been a part of (community based activities typically completed outside of the school).
  - Volunteer work example – church volunteer, community support group, foodbank, animal shelter, Relay for Life etc...
  - If necessary, please use the free form text box at the bottom of the webpage to provide us details that you were not able to capture within each activity line.
  - Click ‘Save’ once this section is complete.
9. Click on ‘Enter Extracurricular Activities’ subheading to complete this section of the application.

- This section enables you to provide us thorough details regarding the extracurricular activities you have been involved (activities typically done at school for personal interest).
  - Extracurricular activities example – theatre, sports, social justice, environmental club, band etc.
  - If necessary, please use the free form text box at the bottom of the webpage to provide us details that you were not able to capture within each activity line.
  - Click ‘Save’ once this section is complete.
10. Click on ‘Enter Work/Internship Experience’ subheading to complete this section of the application.

- This section enables you to provide us thorough details regarding your work/internships experience (paid or unpaid positions).
  - Work/internships examples: Camp Counsellor, Babysitting, Cashier, research etc...
  - Please disclose if the position occurred during the summer holiday months, during the academic year, or both.
  - If necessary, please use the free form text box at the bottom of the webpage to provide us details that you were not able to capture within each line.
  - Click ‘Save’ once this section is complete.
11. Click on ‘Enter Awards’ subheading to complete this section of the application.

- Awards that will be considered must be obtained at the national, provincial, regional or school level.
- If necessary, please use the free form text box at the bottom of the webpage to provide us details that you were not able to capture within each line.
12. Click on ‘View Summary/Submit Scholarship Application’ subheading to complete this section of the application.

- This section provides an overview of your scholarship application details submitted by section. Each scholarship you selected is listed and states if the required information has been completed:
  - Column Headings:
    - Additional Documentation Required (Y/N) – this column confirms if the specific scholarship requires additional documentation outside of the general requirements.
    - Confirmation(s) Required (Y/N) – this column states if a specific scholarship required you to agree to a eligibility/confirmation statement.
    - Confirmation(s) Completed (Y/N) – this column will show if you agreed to the eligibility/confirmation statement that was required to be considered for the specific scholarship. If you did not agree to the statement in error, please return to step 5 to either ‘confirm’ the statement as true, or to ‘cancel application’.
    - Essay Required (Y/N) – this column confirms if a specific scholarship required an essay submission.
    - Essay Started (Y/N) – this column will show you if you have started your required essay. Please note: we are unable to determine if your essay is complete, therefore it is the students responsibility to submit the application only after they are satisfied with their essay response.
  - Ensure all your requirements are complete.
13. Submit Application

- To submit your application you must:
  - Attest that the information contained within the application is true by checking ‘Agree’
  - Click ‘SUBMIT’
- A confirmation screen will appear once you submit your application and you will also receive a confirmation email to your mta.ca email account confirming the submission.