



HISPANIC
LEAGUE

2020-21 Hispanic League Scholarship Program

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Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Be high school seniors, high school graduates (including GED), or undergraduate students who have been accepted into a regionally accredited institution of higher education in the United States (**excludes graduate studies**)
- Be past or present Forsyth County, NC, English Language Learner (ELL) **or** classified as a Limited English Proficient (LEP) students

- Be NC residents
- Be of Hispanic/Latino origin
- **Be present on Spanish Nite, to be held April 4, 2020, to receive their award and attend the Scholarship Orientation on March 1, 2020.**
- Demonstrate academic achievement with a minimum GPA of 2.7
- Plan to attend or admitted to a regionally accredited college or an institution of higher education in the fall of the year the award is offered (excludes graduate studies).
- Must have financial need

Note:

- *US Citizenship is not required*
- *Family of current Hispanic League Board and Scholarship Committee are not eligible for these scholarships*
- *There is no age limit for applicants*
- *Applicants may be former recipients of Hispanic League scholarships*

What is the program key?

HispanicLeague (one word, no spaces)

What if I am a returning applicant?

Returning applicants should start a new application by entering the 2020-21 application URL:

<https://aim.applyists.net/HispanicLeague>. Once you have started the new 2020-21 application, then you will be able to access it from your homepage.

When is the application period?

October 1, 2019 – January 6, 2020

When is the recommendation letter deadline?

January 1, 2020

Should I submit all of my information before I request a recommendation?

No. You should request a recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline of January 1, 2020.

What are the selection criteria?

An independent selection committee named through International Scholarship and Tuition Services, Inc. will evaluate the applications and select the recipients considering:

- 75% - Financial need
- 20% -Academic achievements and records
- 5% - Community Involvement/Essay Content/Letters of Recommendation

Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

What are the details of the award?

- Scholarships are generally in the amount of \$2,000, \$3,000, and \$4,000 which will be awarded annually based on criteria listed above and are not renewable.
- The number of awards given depends on the number of complete, qualified applicants, and available funds.
- Students may reapply each year as long as they continue to meet the eligibility criteria.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load at regionally accredited, two or four-year colleges/universities in the United States.
- Students may transfer from one institution to another and retain the award.



Which school should I list on the application if I have not made a final decision?

You should list your first choice on the application. If your final decision is different, we must be notified at the Scholarship Orientation.

How do I change my college choice?

You may update your final school choice on the **My Profile** page at <https://aim.applyISTS.net>. If you are chosen to receive an award, it will be your responsibility to make sure your college is updated at least 30 days prior to the check issue date stated in the award notification so your check can be issued accordingly. This will not update any application or acceptance forms; however, all awards are issued based on the **My Profile** page.

How do I know if my application is complete?

Allow five to seven business days after uploading documents for your online status to update. You may monitor the status of your application on your home page at <https://aim.applyISTS.net>.

- **Started:** items are needed or are being processed. To see the items, click the grey or yellow 'Started' tile next to the application title. This will open another box listing all required items and the current status of each.
- **Complete:** all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).

- **Not Received:** the attachment has either not been received or has been rejected.
- **Not Started:** the form has not been requested or started.
- **Requested:** the form request has been created, but the form has not been started.
- **Processing:** the attachment has been received and is being reviewed.
- **Rejected:** the attachment was not accepted and has been rejected.
- **Accepted:** the attachment has been verified and accepted by ISTS.

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to submit it again?

There are two situations where your attachment might not upload:

- You upload a file with the same name as one that has already been accepted.
- You upload a file with the same name as one that is waiting to be processed.

Example: You upload your school transcript file and then try to upload the same file with the same name for your test scores requirement because your scores were on it. You simply need to rename the file in order to upload it again so that it may be processed as your test scores.

How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**)

How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop:
 - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."



- b. Mac Users: select “Compress ‘[folder name]’.”
4. Your new **.zip** file will be located on your Desktop, ready to upload.

Note: If you are unable to upload your documents, please contact the Hispanic League office, and they will assist you.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school’s online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

What are the DOs and DON’Ts of uploading documents to my application?

DO:

- Upload in the correct file format.
- Only upload the requested documents.
- You should black out any Social Security numbers on the documents you are uploading.
- Return to your Home Page at <https://aim.applyISTS.net> to verify your documents have been accepted.

DON’T:

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them. Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.

Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered on time.

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** by the end of May. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- Add donotreply@applyISTS.com and contactus@applyISTS.com to your email address book or “safe senders list” to ensure these important emails are not sent to your junk mail folder.



- **Do not 'opt out' of any email sent from donotreply@applyISTS.com or contactus@applyISTS.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third parties.

What are my responsibilities if I am chosen as a recipient?

- You must enroll at a **regionally accredited institution of higher education in the United States** as a full time undergraduate or part time student working toward a degree in the fall of the year in which the scholarships are awarded.
- Continue the entire academic year without interruption unless approved by the Hispanic League.
- Deliver your scholarship check(s) to the proper office at your institution.
- Notify ISTS should your check not arrive within 30 days of the issue date.
- Provide 20 hours of volunteer service in the community as requested on the application. Please have organization sign the form found on the ISTS website.
- Update your progress report as requested on the ISTS website.
- Stay connected with your sponsor and attend Scholars and Sponsors Events
- Write a letter of thanks to your sponsor by June 2020 and send or email a copy of the letter to the Hispanic League. It may be used for marketing the scholarship program to future sponsors.
- Send a graduation announcement to your sponsor.

How and when are checks issued?

Checks will be issued in early July for the Fall semester, and by December 1 for the Spring semester. Checks will be sent to each recipient's PERMANENT mailing address and made payable to the institution named on the profile page. You must complete the acceptance form in order for your check to be issued.

The Scholarship Award is for the Fall and Spring Semesters only. For further clarification contact the Hispanic League office.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also [click here](#) to consult IRS Publication 970 for further information.

Program Administration

To ensure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program [click here](#) or call toll free (855) 670-ISTS (4787). Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.

