



# **APPLYING FOR SME SCHOLARSHIPS ONLINE**

A REVIEW OF THE APPLICATION PROCESS



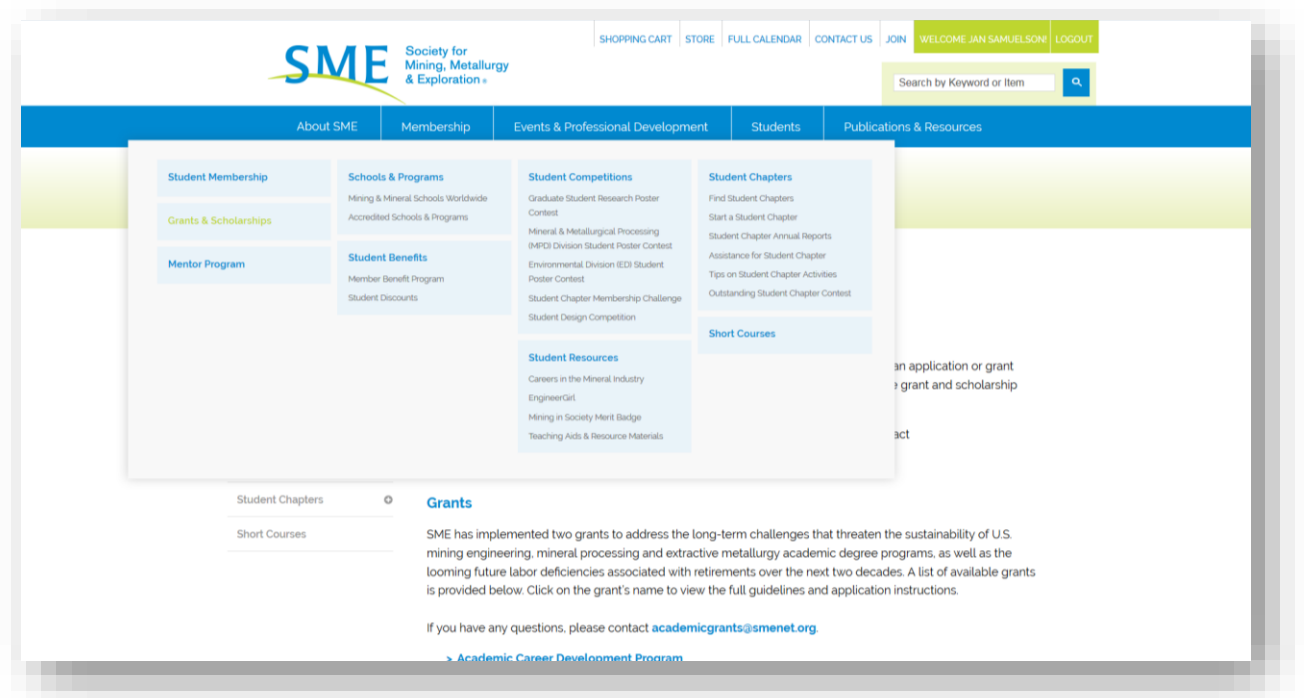
**SME**

Society for  
Mining, Metallurgy  
& Exploration

**Inspiring mining  
professionals worldwide.**

# FINDING AVAILABLE SCHOLARSHIPS

- Visit [www.smenet.org](http://www.smenet.org)
- From the main menu, locate the “Students” tab and select “Grants & Scholarships Grid”



# SELECT A SCHOLARSHIP

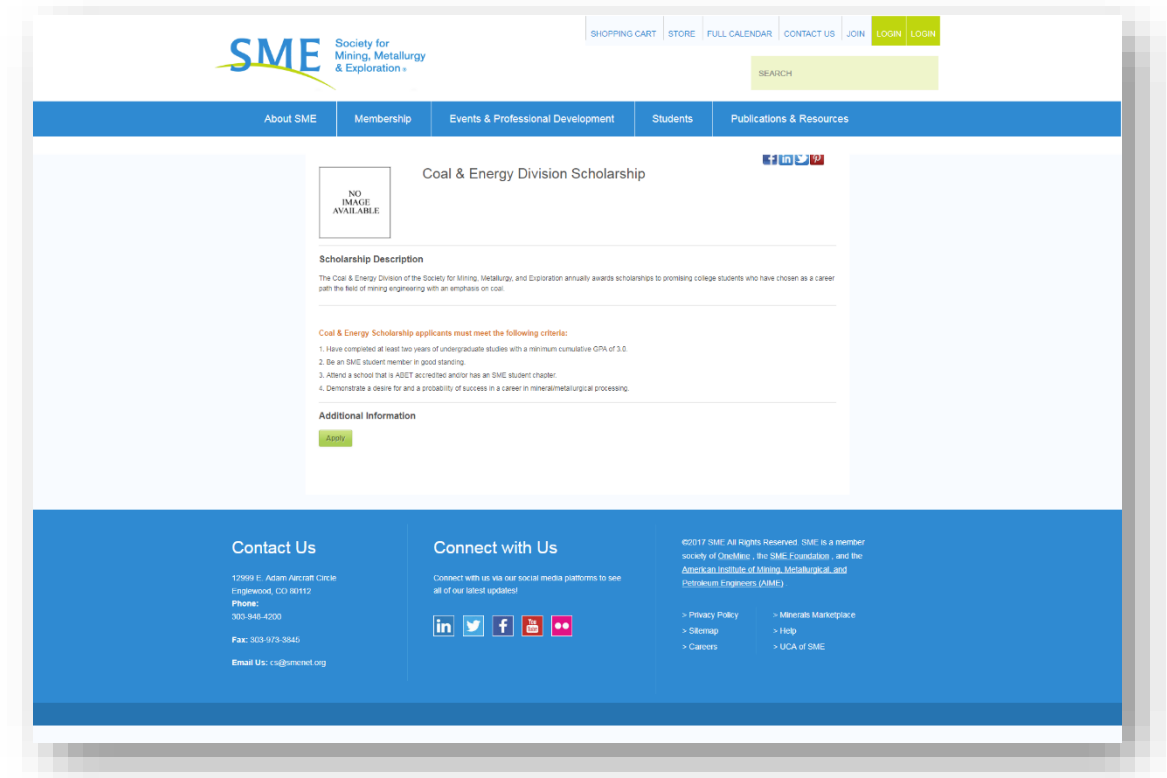
- SME offers a variety of scholarships for undergraduate and graduate students
- Select the scholarship you are interested in to learn more about the scholarship and to begin the application process
- Click on the “Apply Now” button to view the scholarship Details page

The screenshot displays the SME (Society for Mining, Metallurgy & Exploration) website. The top navigation bar includes links for 'SHOWING CART', 'STORE', 'FULL CALENDAR', 'CONTACT US', and 'JOIN' (with a dropdown arrow). A search bar is located on the right. The main header area is blue with the SME logo and navigation links: 'About SME', 'Membership', 'Events & Professional Development', 'Students', and 'Publications & Resources'. Below this, a yellow banner reads 'Students' with sub-links for 'HOME', 'STUDENTS', and 'GRANTS & SCHOLARSHIPS'. The left sidebar contains a menu with links: 'Student Membership', 'Grants & Scholarships', 'Mentor Program', 'Schools & Programs', 'Student Benefits', 'Student Competitions', 'Student Resources', 'Student Chapters', and 'Short Courses'. The main content area is titled 'Grants & Scholarships' and includes a section 'Apply for Grants and Scholarships' with instructions on the application process. Below this, there are sections for 'Grants' and 'Scholarships', each listing various programs and providing contact information. A 'Contact Us' section is at the bottom left, and a 'Connect with Us' section with social media links is at the bottom right. The footer contains the SME logo and contact information.



# REVIEW SCHOLARSHIP DETAILS

- From the scholarship details page, review:
  - Application Criteria
  - Guidelines & Procedures
  - Additional Information
- Click on the “Apply Now” button to begin the application process



# LOG IN TO SME

All SME Scholarships require the applicant to be an SME member

- To continue your application as a **member**:
  - Log in to your SME account online using your username and password
  - If you have forgotten your username and password, please select “Forgot Login” or contact SME Customer Service at [303.948.4200](tel:303.948.4200) or via email at [cs@smenet.org](mailto:cs@smenet.org) for additional support.
- To continue your application as a **non-member**:
  - Visit [www.smenet.org/join](http://www.smenet.org/join) & join SME today as a student member to apply for SME scholarships

The screenshot shows the SME website's login interface. At the top, the SME logo is displayed alongside the text 'Society for Mining, Metallurgy & Exploration'. Navigation links include 'SHOPPING CART', 'STORE', 'FULL CALENDAR', 'CONTACT US', 'JOIN', and 'LOGIN'. A search bar is located on the right. Below the navigation bar, a blue header contains links for 'About SME', 'Membership', 'Events & Professional Development', 'Students', and 'Publications & Resources'. The main content area features a 'Login' section with fields for 'Email Address' and 'Password', both marked as 'Required'. There are links for 'Sign In' and 'Forgot Login'. To the right, there are sections for 'Become a Member' and 'Create Free Online Account', each with a 'Join Now' button. The footer contains contact information, social media links, and a list of links including 'Privacy Policy', 'Sitemap', 'Careers', 'Minerals Marketplace', 'Help', and 'UCA of SME'.



# APPLICATION PROCESS: STEP 1

- Confirm or update:
  - Mailing Address
  - Phone Number
  - Email Address
- Add or edit educational background (*required*)
- Select “Next” to continue

The screenshot shows the SME (Society for Mining, Metallurgy & Exploration) website interface for the Coal & Energy Division Scholarship application process. The user is logged in as Jan Samuelson. The application progress bar shows four steps: Information (1), Application (2), Attachments (3), and Application Preview (4). The current step is Information, which includes Nominee Details and Contact Information.

**Contact Information**

Jan Samuelson  
Database Administrator  
SME Inc.  
12999 E. Adam Aircraft Cir.  
Englewood, CO 80112-4167

Phone: (303) 943-4220  
Email: samuelson@smenet.org

[Update Nominee or Contact Info](#)

Degree	Program Type	School Name	Start Date	End Date	Comments	Actions
Doctor of Philosophy	Business	Kennesaw State University	1/24/2017	7/25/2019		<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Educational Background](#)

[Save as Draft](#) [Next](#) [Cancel](#)

**Contact Us**

12999 E. Adam Aircraft Circle  
Englewood, CO 80112  
Phone:  
303-943-4200  
Fax: 303-973-3845  
Email Us: [cs@smenet.org](mailto:cs@smenet.org)

**Connect with Us**

Connect with us via our social media platforms to see all of our latest updates!

[in](#) [t](#) [f](#) [v](#) [p](#)

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[Help](#)  
[UCA of SME](#)





# APPLICATION PROCESS: STEP 2

- Complete the online application questionnaire
  - All required fields have a red asterisk (\*) next to the question
- Select “Next” to continue

The screenshot shows the SME (Society for Mining, Metallurgy & Exploration) website interface for the Coal & Energy Division Scholarship application. The top navigation bar includes links for SHOPPING CART, STORE, FULL CALENDAR, CONTACT US, JOIN, LOGIN, and a user profile section for JAM SAMUELSON. A search bar is also present. The main navigation menu includes About SME, Membership, Events & Professional Development, Students, and Publications & Resources. The application process is displayed as a horizontal flow with four steps: Information, Application (Step 2), Attachments, and Application Preview. The 'Application' step is active, showing a form titled 'Application' with the status 'Draft'. The form includes a section for 'Please complete the following submission information' with a red asterisk indicating required fields. Below this, there are 'Qualifications' and 'Scholarship Eligibility Questions'. The questions are: 'Has the applicant completed at least two years of undergraduate studies with a minimum cumulative GPA of 2.50?' and 'Does the applicant attend a school that is ADET accredited?'. Each question has a 'Select' dropdown menu. At the bottom, there is a section for 'Applicant Information'.

# APPLICATION PROCESS: STEP 3

- Upload all required supporting documentation:
  - Current transcript from school/university
  - Resume
  - Reference from school/university faculty
  - Reference from appropriate industry professional
  - One-page essay
    - All required fields have a red asterisk (\*) next to the question
    - Supported file types include .pdf, .xls, .xlsx, .doc, .docx, .png, .jpg
- Select “Next” to continue

The screenshot shows the SME (Society for Mining, Metallurgy & Exploration) application process. The top navigation bar includes links for SHOPPING CART, STORE, FULL CALENDAR, CONTACT US, JOIN, LOGIN, WELCOME JAN SAMUELSON, and LOGOUT. The main navigation bar has links for About SME, Membership, Events & Professional Development, Students, and Publications & Resources. The application progress bar shows four steps: Information, Application, Attachments (current step), and Application Preview. The Attachments section is titled "Attachments" and includes a sub-header "Please upload the following documents:". Below this is a table with columns for File Type, Quantity, and File Name. The table lists five required documents: Transcripts, Resume, Reference from school/university faculty, Reference from an appropriate industry professional, and Essay. Each row has a quantity of 1 and a "Choose File" button. At the bottom of the table are buttons for Previous, Save as Draft, Next, and Cancel.

File Type	Quantity	File Name
* Transcripts Current transcript from school/university	1	Choose File   No file chosen
* Resume Resume detailing past education and work experience	1	Choose File   No file chosen
* Reference Reference from university/faculty	1	Choose File   No file chosen
* Reference Reference from an appropriate industry professional	1	Choose File   No file chosen
* Essay Short statement (one page) describing applicant's interest in and passion for a career in coal mining	1	Choose File   No file chosen



# APPLICATION PROCESS: STEP 4

- Preview completed application
- To continue:
  - Select “Submit Final” to submit your application for review if no edits are needed
  - Select “Save as Draft” to save application for editing at a later date
  - Select “Edit” next to a specific field to edit part of the application
  - Select “Previous” to view the previous application screen

The screenshot shows the 'Application Preview' step of the SME Coal & Energy Division Scholarship application process. The page has a blue header with navigation links: About SME, Membership, Events & Professional Development, Students, and Publications & Resources. Below the header, there's a progress bar with four steps: Information, Application, Attachments, and Application Preview (the current step, marked with a '4').

The main content area is titled 'Preview and Final Steps' and includes a 'Print Friendly View' link. It contains several sections:

- Contact Information:** Name: Jan Ramonson, Title: The Engineer, CO 80112-4187.
- Content & Materials:** Includes a link to 'Edit'.
- Qualifications:** A section for 'Scholarship Eligibility Questions' with a note that all eligibility requirements must be met.
- Uploaded Attachments:** A table listing uploaded files.

File Type	Quantity	File Name
* Transcripts	1	
* Resume	1	
* Reference	1	
* Reference	1	
* Essay	1	

At the bottom of the form, there are three buttons: 'Previous', 'Save as Draft', and 'Submit Final'.

The footer contains contact information for SME, social media links, and a copyright notice: ©2017 SME All Rights Reserved. SME is a member society of Graduate: The SME Foundation and the American Institute of Mining, Metallurgical and Petroleum Engineers (AIME).

# ACCESSING DRAFT APPLICATIONS

- Visit your SME profile
- Locate “My Scholarship Applications” in the left sidebar
- From “My Scholarship Applications”:
  - Select “Edit” to continue the application process
  - Select “Delete” to delete the application

The screenshot displays the 'My Account' page of the SME (Society for Mining, Metallurgy & Exploration) website. The left sidebar contains a navigation menu with sections: Demographics, Education, Communication, Membership & Participation, and Purchases. The 'My Scholarship Applications' link is highlighted under the 'Membership & Participation' section. The main content area shows the user's profile information, including contact details and a 'Membership Summary' indicating an active status. Below this, the 'My Scholarship Applications' section is visible, showing a table of applications with columns for Application ID, Application Name, Submitted, Status, and Action. The table lists three applications, with the first one being a 'Draft' application. The bottom of the page features a footer with contact information, social media links, and a disclaimer.

**My Account**

Demographics

- Name & Demographics
- Addresses
- Username / Password
- Biography

Education

- Educational Background

Communication

- Contact Information
- Emergency Contacts
- Communication Preferences

Membership & Participation

- Membership Details
- Committees
- My Award Nominations
- My Assigned Award Reviews
- My Scholarship Applications
- My Scholarship Reviews

Purchases

- Digital Content Access
- Purchase History
- Pay Open Orders
- Donation History
- Saved Credit Cards

My Account

Membership Summary

Status: **Active**

Paid Thru Date: 12/31/2017

Member Type: SME Professional Membership

Member Number: 04038327

View Details [Renew Now](#)

My Contact Information

Jan Samuelson

Jan Samuelson  
Database Administrator  
SME Inc.  
12999 E Adam Aircraft Cir  
Enniswood, CO 80113-4167

[Edit](#) [Add](#)

**SME** Society for Mining, Metallurgy & Exploration

Shopping Cart | Store | Full Calendar | Contact Us | Join | [Delete Jan Samuelson](#) | Logout

Search

My Scholarship Applications

Applications

Application ID	Application Name	Submitted	Status	Action
1000000001	1000000001	10/1/2017	Draft	<a href="#">Edit</a> <a href="#">Delete</a>
1000000002	1000000002	10/1/2017	Draft	<a href="#">Edit</a> <a href="#">Delete</a>
1000000003	1000000003	10/1/2017	Draft	<a href="#">Edit</a> <a href="#">Delete</a>

Contact Us

Connect with Us

Follow SME on Twitter, Facebook, LinkedIn, YouTube, and Instagram.

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# VIEWING SUBMITTED APPLICATIONS

- Visit your SME profile
- Locate “My Scholarship Applications” in the left sidebar
- From “My Scholarship Applications”:
  - Select “View” to view completed applications
  - Print the completed application using the “Print Friendly View” at the top right

The screenshot shows the SME website interface. At the top, there is a navigation bar with links for SHOPPING CART, STORE, FULL CALENDAR, CONTACT US, JOIN, LOGIN, and a welcome message for JAN SAMUELSON. Below this is a blue navigation bar with links for About SME, Membership, Events & Professional Development, Students, and Publications & Resources. The main content area is titled 'My Scholarship Applications' and includes a sidebar with 'My Activities' and 'Applications'. The 'Applications' section displays a table of applications:

Applicant	Scholarship	Submitted	Status	Actions
Samuelson, Jan	Steven C. Potter Scholarship	12/15/2017	Draft	View
Samuelson, Jan	Coal & Energy Division Scholarship	12/15/2017	Draft	View

Below the table, there is a 'Contact Us' section with the following information:

**Contact Us**  
12999 E. Adam Aircraft Circle  
Englewood, CO 80155  
Phone: 303-946-4200  
Fax: 303-973-3842  
Email Us: [cs@smenet.org](mailto:cs@smenet.org)

On the right side of the page, there is a 'Preview and Final Steps' section with a 'Print Friendly View' link. The 'Contact Information' section lists the applicant as Jan Samuelson, 3942 W. Englewood, CO 80112-4107. The 'Content & Materials' section includes a 'Qualifications' section with a 'Scholarship Eligibility Questions' section. The 'Scholarship Eligibility Questions' section contains the following text:

All eligibility requirements must be met to apply for this scholarship. If the answer to any of these questions is "No" the requirements have not been met and the applicant is not eligible to apply.

Has the applicant completed at least two years of undergraduate studies with minimum cumulative GPA of 2.50?

Yes

Does the applicant attend a school that is ABET accredited?

Yes

Does the applicant attend a school that has an SMP student chapter?

Yes

# SME SCHOLARSHIP APPLICATION SUPPORT

## SME Customer Service

For support submitting, editing or accessing SME  
Scholarship Applications

303.948.4200

[cs@smenet.org](mailto:cs@smenet.org)

## SME Scholarship Coordinator

For questions regarding available scholarships and  
scholarship submission criteria

[scholarships@smenet.org](mailto:scholarships@smenet.org)

