APPLYING FOR SME SCHOLARSHIPS ONLINE
A REVIEW OF THE APPLICATION PROCESS
FINDING AVAILABLE SCHOLARSHIPS

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

- Application Criteria
- Guidelines & Procedures
- Additional Information

Click on the “Apply Now” button to begin the application process
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** or via email at **cs@smenet.org** for additional support.

- To continue your application as a **non-member**:
  - Visit **www.smenet.org/join** & join SME today as a student member to apply for SME scholarships
APPLICATION PROCESS: STEP 1

- Confirm or update:
  - Mailing Address
  - Phone Number
  - Email Address

- Add or edit educational background *(required)*

- Select “Next” to continue
APPLICATION PROCESS: STEP 2

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

SME Customer Service
For support submitting, editing or accessing SME Scholarship Applications
303.948.4200
cs@smenet.org

SME Scholarship Coordinator
For questions regarding available scholarships and scholarship submission criteria
scholarships@smenet.org