

How to Complete the NSCC Student Awards Application

NSCC offers many different types of awards - some are specific to a campus, program, or year of study, while others are open to all students. Applying for awards is easy, thanks to NSCC's online application system. Take some time to read through the following steps to gain an understanding of the process from beginning to end.

In total, there are just four simple steps to completing an awards application:



Step 1: Search for Awards

- When awards are live, the search box will appear on the main page at www.nsc.ca/awards. Because there are so many awards, the search box is there to help you filter the list of awards and narrow your search. You can use one, two, or all filter options to narrow your search, or you can simply press the 'search' button without choosing a filter to display the full list of awards.

To display the full list of awards, choose the A-Z listing option.

Choose all of the filters you can to make your search easier.

Search Awards

The screenshot shows a search interface for awards. At the top, there is a link for 'Awards A-Z'. Below this is a section titled 'Awards Search' containing several filter fields: 'Keyword (Awards Title)' with a text input, 'Campus' with a dropdown menu, 'Program' with a text input and a '+ All Programs' link, 'Program Delivery' with a dropdown menu, and 'Program Year' with a dropdown menu. A green 'Search' button is located at the bottom of the form. Two red arrows originate from callout boxes: one points to the 'Awards A-Z' link, and the other points to the 'Search' button.

Step 2: Narrow Results

- Begin by clicking on the name of each award. When you enter the award posting, read over the eligibility requirements and determine whether you are eligible to apply. Be sure to pay careful attention to the 'Additional Eligibility Requirements' section, if there is one. You can also read about what is required to apply for this award and how the award will be assessed by our selections committees.
- If you decide you want to apply for the award, add it to your awards list by clicking the option at the top of the posting called '+Save to my Awards List'. At any time, you can preview your saved awards list by clicking 'View my Saved Awards List'. To return to the search, use the 'back to search results' option at the top right.
- Enter each award and determine whether you are eligible to apply until you complete the list.

Click here to add this award to your awards list.

Click here to preview the list of awards you selected at any time.

BP Exploration (Canada) Ltd Award

[+ Save to my Awards List](#) [View my saved Awards List \(1\)](#) [← Back to search results](#)

\$1,575 • 13 Awards • Application Deadline: October 20, 2016 5:00pm AST

Thirteen \$1,575 awards are available to full-time students enrolled at any campus in specific programs.

About the Donor

The Nova Scotia Community College is pleased to offer this award through the generosity of BP Canada Energy Group ULC.



Use the 'back to search results' option to return to your results.

Eligibility requirements are listed here.

Eligibility Requirements

- Full-time Students
- Open to new and returning students
- Enrolled in one of the following programs:
[View Programs](#)

The assessment criteria is listed here.

How We Choose

This award will be assessed based on the following:

- Demonstrated commitment and passion for program;
- Financial need.

To Apply for this Award

This award requires the completion of the following section(s) of our online application system:

This is for information only as once you add this award to your awards list the system will generate a list of requirements based on the awards you have chosen to apply for.

- Essay: Provide us with an overview of: Why you chose your program/field of study; your career aspirations and educational goals and how an NSCC education and previous experience has prepared you for this career; and why you believe you will succeed in your chosen profession upon graduation.
- Financial information section of the online application.

Look in this section to determine what is needed to apply for this opportunity.

Step 3: Gather & Prepare Items

- Once you have reviewed all of the awards in your list, you will need to click on 'View My Saved Awards List' on the search results page or within your last award. In reviewing your awards list, you should:
 - Ensure all of the awards you selected are there;
 - Since you can apply for multiple awards with one application, our system has done the work for you to determine what is needed. Print this page by choosing the option from your explorer options.
 - You can remove any unwanted awards by clicking on the red 'x' next to the name of the award.
 - If you are required to complete any reference questionnaires, these can be downloaded and saved from this page. If you are required to complete the financial information section of the application, you can also find a financial worksheet in the 'Support Documents' tab.
- Once you know what is required to complete your awards application, you can begin working on the required sections and sending your reference questionnaires to references to complete on your behalf, if required. All essays should be completed in a word processing program (i.e. Microsoft Word) to be copy and pasted into the application later.

Remove unwanted awards by clicking the red 'x'.

My Saved Awards

Award Name	Remove
Aecon Atlantic Construction Trades & Technology Award	
BP Exploration (Canada) Ltd Award	
Burrige Campus Mature Student Award	
Canadian Institute of Marine Engineering Scholarship	

To complete an application for the awards selected above, you must prepare the following items, which must be included in and/or attached to your application:

Reference Questionnaires

- General [Download Questionnaire](#)
Completed by faculty, teacher, employer/supervisor, community organization, or someone who provided supervision

Essay Questions

Prepare answers to the following essay questions in advance to copy and paste them into the online application. Answers have no length requirement and all formatting will be removed.

- Provide us with an overview of: Why you chose your program/field of study; your career aspirations and educational goals and how an NSCC education and previous experience has prepared you for this career; and why you believe you will succeed in your chosen profession upon graduation.
- Provide a summary of your participation in extra-curricular activities and/or volunteer work /community involvement. Please include the names of organizations, the time periods in which you were involved, and a description of your duties for each activity.

Other information

- You will be asked to complete this section of the application. Please refer to the Financial Needs Assessment Worksheet in [Support Documents](#) as a resource in preparing for this section.

Next Steps

Note

There is no option to save and then submit at a later time. If you exit before submitting your online application your information will be lost.

Apply Now

Not Ready to Apply?

Print or make note of your awards and the items required to apply for them. This information will help you to complete the online application at a later time.

Download and save any reference questionnaires required here.

Take note of required essays or financial information.

Check out the financial worksheet here if you are required to complete the financial information section

Remember: There is no save and submit option. If you are not ready to apply, you will need to print this page and then come back to complete the application.

Step 4: Complete the Application

- When you have everything you need to complete your application, you will need to return to the site (www.nsc.ca/awards). Since you have already completed your search for awards, you can simply click on 'Step 4' to get started. This will take you directly to the online application.
- As you enter the application, you must start by selecting the awards you want to apply for from the list on the left hand side.
- Once you have finished selecting your awards, you can verify your list is correct by checking it against the application list on the right hand side of the page.
- Once the list is complete, click on the 'Apply' option to enter the application.

Add each award to the award application by clicking the '+' symbol next to each award you want to apply for.

Check this list to ensure it is correct before entering the online application.

Scholarships, Bursaries & Awards

- + Aecon Atlantic Construction Trades & Technology Award
- + Albert Anderson Memorial Bursary
- + Amber Kirwin Memorial Award
- + AMIRIX Systems Inc. Entrance Award
- + Annette Masse Memorial Scholarship
- + Aramark Canada Entrance Bursary
- + Arnold D. Johnson Sr. Award for Water Resources
- + Atlantic Credit Unions Bursary
- + Atlantica Mechanical Award
- + Avondale Construction Limited Award
- + Beth Murray Award
- + Bill & Shirley Squires Award
- + Bill Cruden Award
- + Bird Construction Award
- + BMO Financial Group Award
- + Board of Directors Bursary
- + Bruce DeVenne Memorial Bursary
- + Burridge Campus Community Involvement Award

Your Application List (6)

- Aecon Atlantic Construction Trades & Technology Award
- Atlantic Credit Unions Bursary
- Bird Construction Award
- Burridge Campus Mature Student Award
- Business and Professional

Apply

Once the list is correct, click here to move to the application!

Step 4: Complete the Application (continued)

- Complete the awards application by filling out each individual section starting with the personal information section. You should use your most recent contact information and make sure to include your NSCC e-mail address in the e-mail field.
- All mandatory fields are indicated with a red arrow.
- The next few questions that follow your personal information are completely voluntary, but they are necessary for anyone who wishes to be considered for awards which this information as a part of their eligibility criteria.
- You will then need to complete the remainder of the application which may consist of entering financial information, copying and pasting your essays into the designated boxes, and uploading any required attachments in the specified areas (i.e. reference questionnaires and/or letters). Make sure you attach the correct file(s) in each field.
- Read over the consent agreement and indicate you agree to the terms, and then submit your application.

The screenshot shows the 'nscc | Awards Application' form. At the top, there is a navigation bar with 'nscc | Awards Application' and a breadcrumb trail 'Home > Awards Application'. Below this, a warning message states: 'This form cannot be completed with the current award combination, please go back and revise your choices. Required fields are marked with a red arrow (↖)'. The form is divided into several sections: 'Personal Information', 'Your Application List (6)', 'Personal Information' (a second section with a disclaimer), 'Gender Identity', 'Aboriginal Peoples', and 'Person with disabilities'. Red arrows point to the 'First Name' field in the 'Personal Information' section and the 'Personal Information' section header. A callout box on the right says 'Mandatory fields indicated with red arrow.' Another callout box on the right says 'Voluntary self-disclosure section to assist with awards eligibility and selection.' The 'Your Application List (6)' section shows a list of awards: Aecon Atlantic Construction Trades & Technology Award, Atlantic Credit Unions Bursary, Bird Construction Award, Burridge Campus Mature Student Award, Business and Professional Women's Club Bursary, and WINS Bursary. The 'Personal Information' section (second) contains a disclaimer about equity, diversity, and inclusion, followed by questions about gender identity, Aboriginal Peoples, and Person with disabilities.

Step 4: Complete the Application (continued)

- If there are any errors or missing information on your application, you will be advised at this point and each section needing attention will be highlighted in red. Complete all areas that you missed and re-attach any attachments required. If you applied for any awards that you were not eligible for based on your program and/or campus, these will be highlighted. You can remove the awards by clicking on the 'x' next to the award name in your application list.

nscC | Awards Application

[Home](#) » Awards Application

Required fields are marked with a red arrow (▶)

Personal Information

▶ First Name:	<input type="text" value="John"/>
▶ Last Name:	<input type="text" value="Smith"/>
▶ Student Number:	<input type="text" value="1234567"/>
▶ Email:	<input type="text" value="john.smith@nscC.ca"/>
▶ Address 1:	<input type="text" value="123 Central Avenue"/>
Address 2:	<input type="text"/>
▶ City:	<input type="text" value="Halifax"/>
▶ Province:	<input type="text" value="Nova Scotia"/>
▶ Postal Code:	<input type="text" value="B3M4C5"/>
▶ Phone 1:	<input type="text" value="902-555-5555"/>
Phone 2:	<input type="text"/>
▶ Campus:	<input type="text" value="Akerley Campus"/>
▶ Program:	<input type="text" value="Baking & Pastry Art"/> Akerley Campus Programs

Voluntary Self-Disclosure

NSCC is committed to equity, diversity and inclusion. Applications are welcomed from Canadian indigenous peoples, visible minorities, racially visible, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.

In order to comply with our equity policies, to help us maintain our data, and to meet eligibility criteria as set out by our donors, it is necessary for us to be aware of applicants who identify themselves with one or more of the groups noted below. The information that you provide in this self-declaration section is voluntary and will be used for determining eligibility of applicants and for statistical purposes only.

Your Application List (5)

- Aecon Atlantic Construction Trades & Technology Award ✕
- Albert Anderson Memorial Bursary ✕
- AMIRIX Systems Inc. Entrance Award ✕
- Atlantic Credit Unions Bursary ✕
- Dr. Joan McArthur-Bair Bursary ✕

Remove awards you are not eligible for from application by clicking on the 'x' next to the award name.

Reminder: Verify Your Email Confirmation

- After successfully submitting your application, you will receive an e-mail confirmation which you should open to verify the list of awards is complete. Make sure to save it for your records.
- The selection process will begin immediately following the application deadline and will take approximately 4-6 weeks.
- Every effort will be made to advise you if there are any issues with your application (i.e. missing information, attachments), but due to the volume of applications, this may not always be possible.

Good luck!

