



ACE Mentor Program of America Scholarship Procedures

Hello ACE Students:

Now it is even easier for you to apply for scholarships! We have streamlined the process so that the same application will be used by all affiliates around the country and the national office. And, even better, it is on-line.

Here is what you need to do to apply.

Steps in applying for a scholarship!

1. Go to the ACE website at www.acementor.org and click on the **Students** tab at the top of the page.
2. Click on the **Scholarships** link in the left hand column. You will have two choices.
3. **TO BEGIN THE SCHOLARSHIP PROCESS:** Click on **Scholarship Application** form. The website will ask you to enter your email address and password. If you do not remember your password, please follow instructions on the screen. Your password will be sent to you immediately. Only students who are in the database are eligible for scholarships from both local and national programs. So make sure you have registered for ACE for this year. You may return to this application at any time prior to submitting it to your local program leader.
4. Begin by filling out the background information which should match the information you submitted with your registration to be in ACE. If it does not match, please update any new information you have since registering.
5. At the end of **Section A**, you are asked to choose if you are heading to college or to an apprentice program. Each has a drop-down box to help you fill in the information.
6. Continue through the application at your own pace, making sure to fill in any sections with **an "*"**. These are required fields. It is best if you complete all the required information the first time you visit the application.
7. At any time you wish to leave the application and come back to it later, you may do so by going to the bottom of the application and clicking the first of the two

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Career Directions for Students in Architecture, Construction and Engineering



boxes, confirming the information already submitted. Then click on submit. This will save your work for your return visits. **DO NOT CLICK ON THE BOX FOLLOWED BY RED INSTRUCTIONS UNTIL YOU HAVE COMPLETED THE APPLICATION.**

8. **Returning to the Scholarship Application:** When you wish to return to the application, you may do so by going to the **Scholarship** link on the **Students** page. This time click on **Complete Scholarship Form**. Again, you may return to this page as often as you wish.
9. **Sections C, D and E** have plenty of space in the area to completely answer the essay questions.
10. **Section F** requires you to obtain letters of recommendation. Download the form provided for the recommendation and give it to your mentor and a teacher. Please ask your mentor and teacher to email you their letter in a PDF format and attach them to the designated location for mentor or teacher.
11. Please ask your school to email you your transcript and attach it to the designated location.
12. When all your letters of recommendation, the transcript and the application are completed you may submit your application by checking the final box on the bottom of the application, then hit submit. Once you do this you will not be able to return to the application. Your mentor will receive a notice that your application has been submitted.

Thank you and good luck in applying for a local and national ACE scholarship.