



# Online Scholarship Application Instructions

Dear ACE students:

Below are the steps to apply for an ACE scholarship:

1. Visit the ACE website at [www.acementor.org](http://www.acementor.org) and click on the Student's tab at the top of the page.
2. Click on the Scholarships link in the left-hand column.
3. Click Log into my account. Enter your email address and password. If you do not remember your password, please follow the instructions on your screen. Your password will be emailed to you immediately. Only students who are marked "Active" in the database are eligible for scholarships.
4. Begin the Scholarship Application: First, review your Member Information. If anything needs to be updated, click the Click here to edit your Member Information link.
5. Scroll down the page, and you will see School Year: 2023-2024. The first line should say "Your Status: Active." If it does not say "Active," you cannot access the link to the scholarship application. Please contact your team leader to get your profile updated.
6. Begin completing the background information. At the end of this first section, you are asked to select if you are heading to college or to an apprentice program. Each has a drop-down box to help you complete the information.
7. Continue through the application at your own pace, making sure to complete all required fields (identified with asterisks). It is best to meet all the needed information requirements the first time you visit the application.
8. If you wish to leave the application at any time and return later, you may do so by going to the bottom of the application and clicking the first of the two checkboxes. Then click submit. This will save your work for your return visits. **DO NOT CLICK ON THE SECOND BOX FOLLOWED BY RED INSTRUCTIONS UNTIL YOU HAVE COMPLETED THE APPLICATION.**
9. The sections for Activities, Honors, and Essay Question have plenty of text space to answer the essay questions completely.
10. The section for recommendations requires you to use the "ACE New Jersey Letter of Recommendation Form." You can obtain the form from the ACE New Jersey webpage, scholarship tab: <https://acementor.org/affiliates/new-jersey/new-jersey/scholarship/>. Please ask persons who are providing recommendations to email their letter in a PDF format, and you can attach them to your online application.
11. Please complete the transcript request letter and give it to the appropriate school administrator/guidance counselor. The transcript must be emailed to [newjersey@acementor.org](mailto:newjersey@acementor.org).
12. When all your letters of recommendation, the transcript, and the application are completed, you may submit your application by checking the second 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 completed application has been submitted.
13. Returning to the Scholarship Application: Before the final submission, in Step 12, when you wish to return to the application, you may do so by clicking on the Scholarship link on the Students page. Log in as you did earlier, and you will see a link that says: Update or Complete Your Scholarship Application.
14. ACE NJ Scholarship Application Timeline
  - a. February 19, 2023; close March 22, 2024
  - b. Review period March 26 – April 15, 2024
  - c. Scholarship awards will be announced in June 2024

Thank you, and good luck applying for an ACE New Jersey scholarship