ScholarshipUniverse

The Office of Scholarships and Financial Aid at Central Michigan University is excited to introduce Scholarship Universe, a tool that makes finding and applying for both CMU scholarships and external scholarships easier!

What is Scholarship Universe?
Scholarship Universe is a matching system that maximizes scholarship opportunities for students. It allows students to create an academic profile that enables them to connect with various scholarship opportunities.

How does Scholarship Universe work?
- Students answer questions that match them to scholarship opportunities for which they are eligible
- Students easily apply online to multiple CMU scholarship opportunities
- Students can track their application statuses online
- Students are alerted whenever they are matched to a new scholarship opportunity

How do I use Scholarship Universe?

- All admitted CMU students can login at **cmich.scholarshipuniverse.com** with their Global ID and password

Please note: Scholarship Universe is only compatible with Google Chrome, Mozilla Firefox and Microsoft Edge browsers.
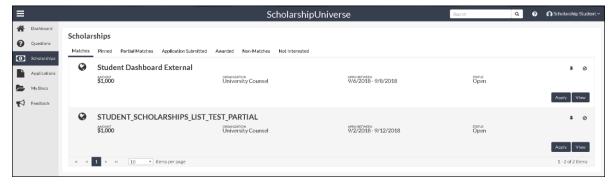
INSTRUCTIONS FOR STUDENTS

Step 1: Log In
All admitted students: Log in to Scholarship Universe at **cmich.scholarshipuniverse.com** by using your CMU Global ID and password. (If you are a new student and have not activated your Global ID you can do so here: **https://myaccount.cmich.edu/NewAccount**)

Step 2: Answer Questions
Upon first login, you will be asked to verify your contact information. Providing contact information will allow you to be contacted about additional opportunities for which you may apply as they become available. You will then be asked some initial questions. These questions will match you to scholarships for which you might qualify. You can also find these under the "Questions" tab on the left menu.

Step 3: View Scholarships
Click on the "Scholarships" tab on the left menu of your Dashboard page. This will take you to a complete list of scholarships that you may apply for.

The first tab, "Matches", shows your matched scholarships – these are the scholarships for which you have met all the matching requirements and are able to apply for.

Step 4: Apply for CMU scholarships
Click on the "Applications" tab on the left menu to see a complete list of applications you could complete. Click "Start Application". Deadlines are specified on the application.

IMPORTANT NOTE: YOU MAY ONLY SUBMIT EACH APPLICATION ONCE. Once the application is submitted you CANNOT go back and edit it. You may, however, start the application and finish it later. You can find your saved applications in your "In Progress" applications in the "Applications" tab.

- Review and verify eligibility for these scholarships. If you need to edit any of the information, select **Edit (pencil icon)**, but please note **some of your matching criteria cannot be edited as they are imported from our Student Information System.**

- After you have verified the information is correct and agree to provide any required documentation, check the **I Verify** box and click **Continue.**

- Some applications may require longer answers or essays. We recommend typing these elsewhere on your computer and copying and pasting them into your application (or uploading, if applicable, into that application).

- Once you have completed all sections of an application, you may click the **Submit** button to submit the application. Please note: you can submit your application before your Letter of Recommendation has been received if that is a part of the application.

- If you leave the application prior to submitting, you may return to the application later from the "Applications" tab.

UPLOADING DOCUMENTS
You can upload a file in the following formats: PDF, PNG, BMP, or JPG. If you are unable to upload your document in the current file format it is saved in, you can try to save the document in another format.

For example:
You can convert a Word or Excel document to a PDF:

- Open the document.
- Select File (upper left on screen)
- Select Save As
- In the Save as Type dropdown, select PDF
- Select Save

Another option is to try to scan the document and upload as a PDF.

OR, try taking a picture of the document using your phone, tablet or digital camera and uploading the document as an image.

SCHOLARSHIP UNIVERSE – GOLD (for external scholarship opportunities outside of CMU)

- Go to **cmichgold.scholarshipuniverse.com**
- After answering the questions, click on the "Scholarships" tab on the left menu to see the external scholarships to which you have matched. You can click on the scholarships and you will be re-directed to that scholarships' website where you can complete the application.
- Be sure to check back often for new external scholarship opportunities which may open.