1. Go to: www.ksbe.edu/college
   - Scroll down to ‘Pauahi Foundation’ (see Figure 1)
   - Click: ‘Learn More’
   - Click: ‘Start Application’ (link will be available on 11/8/21)

2. Register your profile
   - Click: ‘New User – Register Here!’
   - Access Agreement: Read & type the word “YES” & click: ‘Continue’
   - Register:
     - Use an email address that you check regularly
     - Select a security question & enter the answer. This will be used in case you forget your password
   - Check: A user profile verification email from scholarships@pauahi.org will be sent to your email address (check your Inbox, Spam or Junk folder)

3. Verify your profile
   - Within the user profile verification email, click: ‘Click Here’
   - Log in: Enter your username (email address) & the password you created

Be sure to visit & bookmark our website for more information to help you prepare!

General program eligibility & Required Documents

Community Scholarships Listing

Frequently Asked Questions about personal statements, letter of recommendation, student aid report and more!

Never miss important updates from Pauahi Foundation! Add ‘scholarships@pauahi.org’ to your contact list.
2022-2023AY Community Scholarship Application Step-by-Step Guide

NOTE: There is a system time-out after 20 minutes of inactivity. Be sure to click `SAVE APPLICATION` at the bottom of each section. Visit our website’s FAQ section for more information.

Applicant Dashboard – Step 1: Online Application & Agreement

Section 1: Personal Information

Helpful tips:
- All fields with a (*) required.

Pauahi Foundation will call or email you important information regarding your application. Be sure to include contact information that you regularly check.

Add ‘scholarships @pauahi.org’ to your contact list.
Section 2: Academic Information

Helpful tips:

- If “Other” is selected, make sure to provide information in the text field
- Select the school you plan to attend for the 2022-2023 academic year
  - Enter at least 1 school name (example: your first-choice school)
  - You do not have to be accepted by the school yet
Section 3: Community Scholarships selection

Helpful tips:

- Click the scholarship name to review criteria
- Place a ✓ in the box to the left of the scholarship name to select
- Click essay and copy/paste from a Word document

(Essay prompts can be found on the Community Scholarships Listing)

- All essays have a 3,000-character limit (letters, numbers, spaces & punctuations)
- Copy/paste from a Word document
- Avoid using:
  - Your name or nickname
  - Special characters like < > ^ #
  - ‘okina and kahakō

Section 4: Personal Statements

Helpful tips:

Personal Essay Prompts are posted on our website.

- All personal statements have a 3,000-character limit (letters, numbers, spaces & punctuations)
- Copy/paste from a Word document
- Avoid using:
  - Your name or nickname
  - Special characters like < > ^ #
  - ‘okina and kahakō

Personal Statement #4 – please follow the appropriate list format:

HS Seniors: Academic Year – Role, Club/Organization
All Others: Start Date – Organization, Hours, Supervisor Name
Helpful tips:

- Choose ‘agree’
- Type your First & Last Name as it appears on this application
- Click **Submit Application** before December 23, 2021 at 4:15pm

An application confirmation will be displayed & emailed to you. Print or save for your record. Use the KAPF ID # listed on the confirmation page when contacting Pauahi Foundation (scholarships@pauahi.org).
Applicant Dashboard – Step 2: Letters of Recommendation

Helpful tips:

- You may request LORs as you complete your online application – you do not need to complete Step 1: Online Application & Agreement first
- Make sure to have the writer’s information:
  - First & Last Name
  - Email address
- Let the writer know ahead of time to expect an email Pauahi Foundation – they may need to check their spam/junk folders
- Check the status of your LORs at the bottom of the LOR Management page

All LORs must be submitted by the writer via our online submission form by December 23, 2021 at 4:15pm. LOR via mail or email and late submissions will not be accepted.
Applicant Dashboard – Step 3: Required Documents

Helpful tips:

- This step will appear after you complete/submit Step 1: Online Application & Agreement
- Upload your school transcript and/or SAR before December 23, 2021 at 4:15 pm HST
  - PDF or JPG
  - 5MB max
- School transcript must show final grade & GPA info through Spring 2021
  - HS seniors: Freshman, Sophomore & Junior years
- If a SAR is required, you must submit ALL pages of your 2022-2023 SAR – NOT the “Print Summary”
- If an Art Portfolio is required, mail to Pauahi Foundation before the program deadline
- Return to this page in 3-5 business days to check the status of your document

We’re here to kōkua!

Email: scholarships@pauahi.org or call KS Resource Center: (808) 534-8080