CFNRV Scholarship Application Frequently Asked Questions

Please review our frequently asked questions (FAQs) for tips on our scholarships and how to use the application system. If you are unable to solve your problem using the FAQs, please feel free to contact us at cfnrv@cfnrv.org

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General Questions

1. **How much does it cost to apply for a scholarship?**
   There is no charge to apply.

2. **Can I apply for more than one scholarship?**
   Yes; you may apply to all the funds for which you are eligible and may be selected as a recipient of more than one scholarship. You may also apply for scholarships from other sources. Check with your school guidance counselor for other possibilities.

3. **Do I need to pay scholarship money back?**
   Unlike student loans, these scholarships do not need to be repaid.

4. **If I am awarded a scholarship, do I receive the check?**
   No, checks are sent directly to your college, university, or post-secondary vocational school, typically after July 1st.

5. **If I receive a scholarship one year, will I automatically receive the award the following year?**
   No, CFNRV scholarships are not automatically renewed. You must reapply each year by submitting a new application with a current, official transcript and all other required documents.

6. **When will I be notified if I am selected for a scholarship?**
   Scholarship recipients will be notified inA pril and scholarship certificates are presented at the Scholarship Celebration in May.

7. **What do scholarship funds typically cover?**
   Scholarship funds can be used for tuition, books, fees, and other educational expenses.

8. **Does the Community Foundation fund graduate students?**
   We currently only offer one scholarship for graduate students at Virginia-Maryland College of Veterinary Medicine.

9. **If I want to send a thank you note, where do I send it?**
   The Community Foundation strongly encourages all scholarship recipients to extend their gratitude to donors who generously provide higher education scholarship assistance by attending the Scholarship Celebration and meeting the scholarship donor and by writing a thank you note. Address a thank you note to:

   Scholarship Fund (the name of the scholarship you received)
   Community Foundation of the New River Valley
   P.O. Box 6009
   Christiansburg, VA 24068-6009

Questions about the Application

10. How do I upload my academic transcript?

All CFNRV scholarship funds require the submission of an official or unofficial copy of your most recent academic transcript. While official copies are preferred, many schools will not provide digital copies of official transcripts. In this case, an unofficial transcript is acceptable. A pdf version of your transcript can either be downloaded directly from your school's registrar or counselor's office web portal or scanned from a hard copy to a PDF and uploaded that way.

- Some academic institutions charge for the issuing of official transcripts. CFNRV is not responsible for any fees charged by your educational institution(s) for this purpose. Most institutions do not charge for an unofficial transcript, and it is for this reason that we accept unofficial transcripts for our scholarship applications.

11. How do I create a pdf file from my text document?

All commonly used text editing software (Microsoft Word, Google Docs) can save a document as a pdf. When you've completed your document, follow the instructions below to create a pdf version of your document. Please note that depending on the version of your software, these instructions may be slightly different:

- Microsoft Word: Click File > Save As Adobe PDF.
- Google Docs: Click File>>Download as PDF.
- Other software: please consult the Help menu for your particular software and search "PDF."

12. How will I know the status of my application or letters of recommendation?

Please check back frequently to our online system. When you log in, your dashboard will show your current application status. On the far right of your application status bar, you will see text which reads "Third Party Responses */2." This number indicates how many of your letter writers have submitted a letter on your behalf. Please keep in mind that an application is not considered complete until all third party responses are submitted, meaning it is your responsibility to remind your letter writers to submit before the due date.

- In terms of your application status, you will hear from CFNRV before your application status updates online. There is an automatic delay between when a decision is made on a scholarship application and when your online dashboard will display that decision. Shortly after decisions are made, you will receive an official communication from the Community Foundation notifying you of the results of your application.

- If you have questions about whether your application has been successfully completed and submitted, please see your dashboard in the online system. Once you are certain your application has been completed and submitted, please do not inquire as to the status of your application. We will contact you once a decision has been reached.

13. What if my letter writer doesn't have an email address?

At this time, we can only accept digital copies of letters of recommendation. If one of your letter writers does not have email capability, it is best to select another writer. If you absolutely cannot locate a writer capable of the timely submission of a digital letter of recommendation, please contact cfnrv@cfnrv.org.

14. What if I forget or lose my login information?

Don't worry! The CFNRV staff can reset your password at any time. Please send an email to us (cfnrv@cfnrv.org) letting us know you need a new password. If you use multiple email addresses, please be sure to include the email address you used to create your login for our online application system.

Writers of Recommendation Letters

15. How do I convert my document to a pdf for submission?

All commonly used text editing software (Microsoft Word, Google Docs) can save a document as a pdf. When you've completed your document, follow the instructions below to create a pdf version of your document. Please note that depending on the version of your software, these instructions may be slightly different:

- Microsoft Word: Click File > Save As Adobe PDF.
- Google Docs: Click File>>Download as PDF.
- Other software: please consult the Help menu for your particular software and search "PDF."

16. When must I submit my letter of recommendation?

Student applications are not considered complete until all pieces of the application, including both letters of recommendation, are completed. Students depend on the timely submission of letters of recommendation from their letter writers, so please be sure to submit your letter as soon as possible.

17. Do I have to sign and scan my letter of recommendation?

Yes, please sign your letter of recommendation and include contact information for yourself, including an email and phone number where you can be reached somewhere in the letter.

18. I've never written a letter of recommendation. What do I do?

A letter of recommendation is typically a simple, 1-2 page letter in which the letter writer testifies to the student's character, work ethic, professionalism, etc. Please keep in mind that our scholarship committee relies on all parts of the student's application, including letters of recommendation, to make a decision regarding the applicant, so please be honest, forthright, and clear about your experience with the student.

A typical letter of recommendation includes the following:

- Description of your relationship to the student, including the context (professional, academic, social, personal, etc.) and duration.

- A summary of your experience with the student. This can be anything you want and should be based on your relationship with the student. For example, if you are a work supervisor, this might include comments about the student's work ethic and level of responsibility.

- A statement of support for the student. This can be something as brief as "I strongly endorse this student for any and all scholarship opportunities." This can also be anything you like, and is a nice way to close your letter to give our scholarship committee a strong message of your support for this student.

- A phone number and email contact for you, should we require further information.