How to Apply for a CCC Scholarship

Scholarships are a great way to fund your education. The process is not complicated, but you will want to make sure to set aside at least 2-3 hours to finish the process. This time is well worth it, since a well-done application may result in an award that covers a meaningful amount of the cost of your education. This document will walk you through that process step-by-step.

1) First, you have to create your account.

Begin by navigating to: https://corningcc.awardspring.com/

Award Spring is the web-based software product that the Corning Community College Development Foundation uses to process applications.

From this screen, click the Register button unless you have applied in a previous year. If you have applied before, use your credentials to login or use the Forgot Password link to reset.

That should bring you to the following screen:
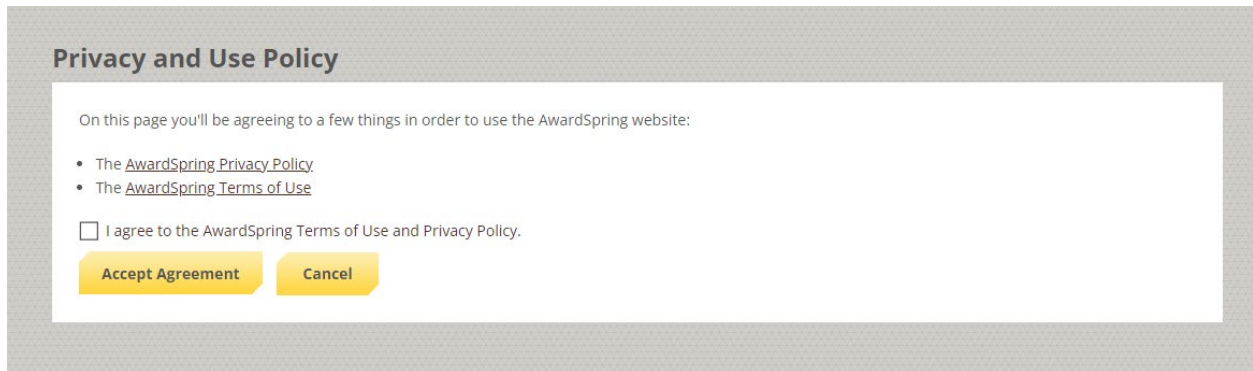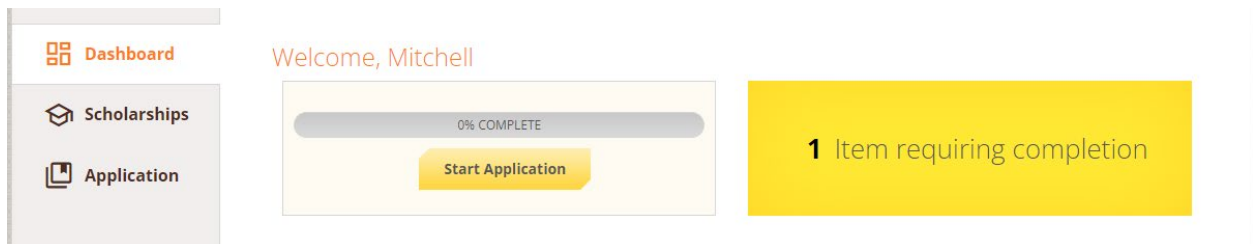

Please use the email address you check most frequently and a phone number at which you can be reached. When you click Create Account, you should get a notification and an email sent to the address you provided. *Please note that AwardSpring Confirmation email may be marked as a potential phishing email, but the corningcc@mail.awardspring.com address is legitimate and you should mark "Safe" so that future communications can be sent through the system.*

2) When setting up a new account you will need to review the AwardSpring Privacy and Usage Policy by clicking the links. Then click the check box and click "Accept Agreement" to continue.
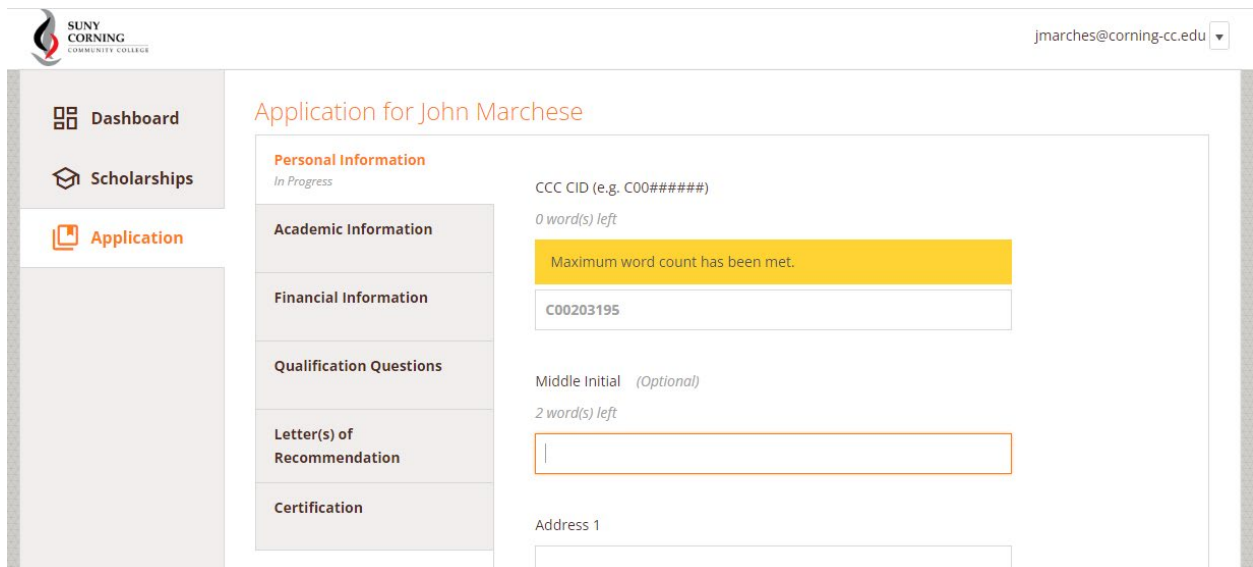

This will take you to your new Dashboard. Click Start Application to begin.

Make sure to enter your CCC ID, which should begin with the letter "C" and appears on your ID card. This is your unique identifier as a CCC student and helps to connect related information.

IF YOU DO NOT HAVE A CCC ID YET, enter N/A. Scholarships are only awarded to students registered for classes, so you should complete that process as soon as possible.

3) Please complete the Personal Information tab. Application progress saves automatically.

Note that you must enter both your date of birth and your current age.

Click Next Step button to proceed to Academic Information tab.

4) Fill out Academic Information: If you do not have any completed classes at CCC – whether as a prior student or through ACE, please enter 0 (zero) for SUNY CCC GPA. Otherwise, use the cumulative GPA for the most recently completed term at CCC.

If you have not yet enrolled in classes, please consult with an enrollment adviser to estimate credits as accurately as possible, as some scholarships require a specific minimum number of credits.

When answering longer questions with maximum word length, it is recommended to use at least half of the available word count in order to express your interest and provide additional information that may be valuable in selecting the best candidate for a given scholarship award. You might want to make reference to your future career, possible transfer institutions, or your current work. *You may find it easier to draft your answers in Word or Google Docs and paste them into the box.*

Describe your educational and professional goals at SUNY CCC and beyond (250 word max.)

149 word(s) left

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My intent is to earn the A.S. in Accounting/Financial Management. With that degree, I hope to be able to obtain more skilled employment in the short-term and also plan to transfer to a 4-year college to work toward a Bachelor's Degree in Business Administration or a related field. Once I obtain the Bachelor's

High School of Graduation

× Other - Not Listed 🔍

High School Graduation/GED Date *(Optional)*

(mm/dd/yyyy) 🗓

High School Average

3.9

Have you earned a high school average of 85% or higher or a SUNY CCC cumulative GPA of 3.0 or higher?

⦿ Yes

◯ No

SUNY CCC Program of Study

× Accounting 🔍

Previous Step   Next Step   Submit Application

For High School Average, express your response using whatever grading system your high school followed (So your response could be a GPA or a percentage, for example). The following question is used to standardize this response.

When this screen is complete, click Next Step to advance to Financial Information tab.

5) Fill out the Financial Information tab. These questions are used to assess financial need, which is a factor for some scholarships:

When you complete the Yes/No answers for each of these questions, click the Next Step button to advance to the Qualification Questions tab. An additional question may appear in some cases.

6) The Qualification Questions are used to qualify candidates for one or more of the available criteria related to specific awards.

For most of these questions, answering "Yes" will result in additional information requested, so please plan accordingly to be prepared with additional detail, which may include a name or specifics on high school academics and extracurricular activities, or activities in the community.

The last essay here is your opportunity to make your case for how being awarded a scholarship would make an impact in your life. Once again, treat this answer as an opportunity to describe your ambitions, goals, and how CCC will help you achieve them. *Longer answers generally better express interest and enthusiasm by helping the selection committee best understand how your goals align with those of the College.*

Once you complete the essay click Next Step.

7) Letters of Recommendation: You must enter at least one person's contact information for a letter of recommendation. This should be someone who is in a good position to comment on your academic or extracurricular activities, or motivation, drive, and leadership skills. Appropriate people to ask for a recommendation might include a teacher, mentor, supervisor, coach, or activity leader.

There is default language that is sent automatically to the "Recipient" email in the "Message to recipient" box, but you are able to edit that text. It is recommended to request more than one letter so that at least one can be included with your application for review. While not strictly required, letters often set apart candidates for more competitive scholarships.

Be sure to click the Send Request button below the Message to Recipient box before continuing to the next step.

8) The Certification is a key step to a complete application.

Affirming each of these statements is a condition for receiving a scholarship. Read them carefully to understand what you are affirming. To complete your application, you should put your initials (usually 2-3 letters) in each box below the statements.

When you complete this page, you should be able to click the "Submit Application" button, as long as every required field has been completed.

9) Once you click Submit Application, you will be given information about which scholarships you are eligible for and whether any additional information is required for any of those.

For any scholarships that require additional information, click on "Complete Follow-up" button and proceed to answer additional questions as needed. These additional answers are not optional as they address criteria for specific scholarships and are needed to qualify and select appropriate candidates.

10) Once you have completed all the questions for specific scholarships, and have clicked "Submit Application," you should receive the following message letting you know you are done:

You can also see the complete list of scholarships for which you are eligible by clicking on the "Scholarships" tab:

At this point, your application is complete but you may still want to follow up with Recommenders to make sure they received the request and submitted your recommendation.

Congratulations! Your application is complete. Staff will review the applications and make decisions about awards by JULY 31.

Checklist: To help you through the process, we have included this list of steps. If you complete each of these items, your application should be ready for review.

Steps to completing application	Complete
Create your Account	☐
Accept Privacy and Usage Policy	☐
Personal Information	☐
Academic Information	☐
Financial Information	☐
Qualification Questions	☐
Letters of Recommendation	☐
Certification	☐
Initial Submission	☐
Complete Additional Questions	☐
Final Submission	☐

Deadline for submission: May 31, 2023