

# Believe in Me Application Instructions

- STEP ONE:**  
**Attend the Info Session (Optional)**
- Submit questions about the application process by 5:00 pm PST on Thursday, Feb. 16 to [admin@believeinme.org](mailto:admin@believeinme.org). The info session will cover all questions and provide how-to tutorials for the application process. Use the link on our [Scholarship Page](#) to add the session to your calendar.
- STEP TWO:**  
**Gather Documents**
- Download, print, and sign the [Family Authorization Form](#). If you are over 18, you may sign the form yourself. Use the signed form to request Unofficial Transcripts from your school. You'll need to scan and upload the Family Request Form and Unofficial Transcripts in step four.
- STEP THREE:**  
**Record Video**
- Get creative and have fun. [Make a video](#) about your "Believe in Me" story, including who first believed in you, how it has shaped you today, and what role this plays for your future goals. You'll need this for the next step! **Max 3 minutes.**
- STEP FOUR:**  
**Student Information**
- Fill in your student information form right away to get the process started! If you don't have time to complete the entire form, you can save your progress and come back to it at a later time. We will email you a link to resume where you left off. Don't wait until the week before the deadline or it may be too late to gather everything you need. Remember, we don't contact your references until you submit the form.
- STEP FIVE:**  
**Write Your Essay**
- Use your creative writing skills to really showcase who you are and what sets you apart from the other candidates. **Max 250 words or 1,000 characters per question.**
- STEP SIX:**  
**Get Recommended**
- Upon submission of your application, Believe in Me will send instructions to your references via email. We strongly encourage you to periodically reach out to them as applications without recommendations will not be considered.
- FINAL STEP:**  
**Complete Application**
- Be sure to read your emails and submit all the required items by the due date. Deadline is Mar. 15 Once all the required materials are submitted, your application will be forwarded to the Scholarship Committee for review.