Applying for SME Scholarships Online

A Review of the Application Process
Finding Available Scholarships

- Visit [www.smenet.org](http://www.smenet.org)
- From the main menu, locate Students and select Grants & Scholarships
Select a Scholarship

• SME offers a variety of scholarships for undergraduates and graduates

• Select the scholarship you are interested in to learn more about the scholarship and to begin the application process

• Click on Apply Now button to view the Scholarship Details page
Review Scholarship Details

• From the scholarship details page, review:
  o Application Criteria
  o Guidelines
  o Additional Information

• Click on Apply to begin the application process
Login to SME

- All SME Scholarships require the applicant to be an SME member
- To continue your application:
  - As a member:
    - Login to your SME account online using your username and password
    - If you have forgotten your username and password, please select Forgot Login or contact SME Customer service at 303.948.4200 or via email at cs@smenet.org for additional support
  - As a nonmember:
    - Join SME today as a member to apply for SME Scholarships
    - www.smenet.org/join
Application Process: Step 1

• Confirm or Update:
  o Mailing Address
  o Phone Number
  o Email Address

• Add or Edit Educational Background (*Required*)

• Select Next to continue
Application Process: Step 2

• Complete the online application questionnaire
• All required fields have a red asterisk next to the question
• Select Next to continue
Application Process: Step 3

- Upload all required supporting documentation
- Supported file types include:
  - .pdf
  - .xls, .xlsx
  - .doc, .docx
  - .png, .jpg
- All required uploads have a red asterisk next to the title
- Select Next to continue
Application Process: Step 4

• Preview completed application

• To continue:
  o Select Submit Final to submit your application for review
  o Select Save as Draft to save application for editing at a later date
  o Select Edit next to the field to edit part of the application
  o Select Previous to view the previous application screen
Accessing Draft Applications

- Visit your SME Profile
- Locate My Scholarship Applications in the left sidebar
- From My Scholarship Applications:
  - Select Edit to continue the application process
  - Select Delete to delete the application
Viewing Submitted Applications

• Visit your SME Profile
• Locate My Scholarship Applications in the left sidebar
• From My Scholarship Applications:
  o Select View to view completed application
  o Print the completed application using the Print Friendly View at the top right
SME Scholarship Application Support

For support submitting, editing or accessing SME Scholarship Applications, please contact:

**SME Customer Service**

303.948.4200  
cs@smenet.org

For questions regarding available scholarships and scholarship submission criteria, please contact:

**SME Scholarship Coordinator**

scholarships@smenet.org