

How to use the online RCCD Scholarship Application:

1. Read *all* the instructions regarding applying for RCCD Scholarships in the “Scholarship Information” section on the Financial Aid page on the RCC website.
2. Have all your required documents in electronic format ready to upload when prompted to do so. You will need: Personal Essay, 2 Evaluations / Reference letters, Scholarship Supplemental page, Activities and Accomplishments Resume (optional).
3. Go to www.rcc.edu and click on “Student Services” then “Financial Aid.”
4. Select “Scholarship information” then “Apply for RCCD Scholarships.”
5. Scroll down and click on “Scholarships.”
6. Select “Create Application” in the upper left hand corner.
7. Under “Create New Application” select “Scholarship Application,” and then select “GO.”
8. Please READ all information on the Create New Scholarship Application page before proceeding. Then input a User Name and Password. NOTE: This will be your User Name and Password for all subsequent log-ins. After you enter your new User Name and Password, select the “Continue to Page 1 of Scholarship Application button.”
9. Then select a question and answer on the “What if I forget my Password” page, and select the “Save and Continue to Next” button.
10. On the “Create Scholarship Application page,” fill out all information and select “Save and Continue to Next” button.
11. On the “View Scholarship Application Summary Page,” confirm that the information you provided is accurate, and select the “Continue” button. NOTE: You can select the “Edit My Information” button if you see an error.
12. Select “Confirm.” You have now created your user account, password, and initial application information.
13. Click on “Search Postings” in the upper left corner, select the drop down menu on the “Position Type” button, and select “Scholarship.” Then click the “Search” button.
14. You will now see a listing of all available scholarships at Riverside Community College District. To view a scholarship, select the “View” button underneath the scholarship you would like to view.
15. If you want to apply to this particular scholarship, select the “Apply for This Posting” button. You will have the opportunity to review and edit your personal data, or select the “Continue with This Data” button to start the application process.
16. After you select the “Continue with This Data” button, you *may* be required to fill out supplemental questions that are pertinent to the scholarship. If you do not see any supplemental questions, you will be asked to attach required documents.
17. You will be prompted to attach your required Letter of Reference 1 (or first Evaluation form), Letter of Reference 2 (or second Evaluation form), Personal Essay, and Supplemental Form as well as the optional Resume listing your activities and accomplishments. Please ensure that you are attaching either a Microsoft Word Document or Adobe PDF document to the appropriate area.
18. Under the upload document section, please select the Browse button, and browse to the appropriate document, then select “Attach.”
19. Then click “confirm Attaching Documents.”
20. Repeat this process until all of your documents are attached, then click “Finished Attaching Documents.”
21. You will be taken to a confirmation page, click “Yes” then “OK” and you will be given a confirmation number.
22. The “Application Status” screen will now display all of the scholarships you have applied to. To apply to more scholarships, select the “Search Postings” button, and repeat steps 13 thru 21 to apply for additional scholarships.