



## **Wabtec Foundation Scholarship Program Applicant Guide**

- Part I. Summary of Application Process – brief description of entire process
- Part II. How to Start Your Application – detailed description of every step *before* you apply
- Part III. How to Add a Recommender – instructions to add a recommender to your application

### **Part I. Summary of Application Process**

1. Go to [Landing Page](#)

Review eligibility, award and required documents information for the scholarship.

2. Set up your Scholarship America User Account

Here you will create your username and password. (You will be redirected here once you click the “Apply Now” button on the bottom of the main page).

3. Create Your Profile

Here you will fill basic information about yourself. Fill this in as completely and as accurately as you are comfortable with, even if you feel the information does not seem directly related to how you intend to use the scholarship, if awarded. Why? As an added benefit, the data you provide will be cross-referenced with other scholarship opportunities you may be eligible for in addition to this program.

4. Apply for Your Intended Scholarship and Other Opportunities!

Once your profile is created, you will have access to applying to the scholarship program and perhaps other scholarships you may be eligible for.

## Part II. Set Up Your Scholarship America User Account

This is a brief guide to help you navigate through the beginning stages of the application process for the Wabtec Foundation Scholarship Program. If you have read the guide and still have questions, you may contact Scholarship America at (507) 931-1682 and refer to the Wabtec Foundation Scholarship Program or send an email to [wabtec@scholarshipamerica.org](mailto:wabtec@scholarshipamerica.org).

First, the link provided to you (<https://learnmore.scholarsapply.org/wabtec/>) will take you to the landing page (see [screenshot below](#)), where you can review the eligibility requirements, award information, and required documents. Once you have read the landing page, you may click "Apply Now".

### Wabtec Foundation Scholarship Program

Live application window: March 14, 2022 through April 14, 2022 3:00 pm Central Time



The Wabtec Foundation has established a scholarship program to assist children of Wabtec Corporation employees who plan to continue their education in college.

The program is administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance, and other education support programs for corporations, foundations, associations, and individuals. Eligibility for individual programs is determined at the sole discretion of the sponsor, and eligible applications are reviewed by Scholarship America's evaluation team. Awards for this scholarship are granted to eligible recipients without regard to creed, religion, sexual orientation, age, disability, or national origin.

Eligibility	Awards	Required Materials
<p><b>Applicants to the Wabtec Foundation Scholarship Program must:</b></p> <ul style="list-style-type: none"><li>• Be children of active Wabtec Corporation employees at the time of application. Children (a) of Wabtec's executive office and executive management (Job Bands A-D) or (b) children of any officer, director or employee of the Wabtec Foundation are not eligible to participate.</li><li>• Be high school seniors or graduates or be current postsecondary undergraduates.</li><li>• Plan to enroll in full-time undergraduate study at an accredited four-year college or university for the entire upcoming academic year.</li></ul> <p>Awards are limited to one per family during any given year.</p>		

The Wabtec Foundation has partnered with Scholarship America. Selecting the button below will redirect you to the Scholarship America Student Hub!

Apply Now

This will take you to the Scholarship America Hub login page (see [screenshot below](#)).

You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

### Sign In

Username \*

Password \*

**LOG IN**

[Forgot password/username?](#)

### First time here?

**I'm a student**

**I'm a recommender**

If you are first-time user of the Hub, click "I'm a student" in the "First time here?" section.

\*Note for later: Once you have an account, you will just sign in.

Once you click "I'm a student", fill out the form and click "Register" (see screenshot below).

You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

### First time here?

Once you register, you will be sent an email to create a password and complete your registration.

Username \*

Email \*

First name \*

Middle initial

Last name \*

**REGISTER**

Once you register, you will see a notification at the top of the page instructing you to check your email for a confirmation link (see screenshot below).



✔ Your account has been created. Before you can log into the website, please check your email for a notification request. Follow the link to confirm registration and choose your password.

You've reached the gateway to scholarships available through Scholarship America. Sign in or create an account below to get started.

### Sign In

Username \*

Password \*

**LOG IN**

[Forgot password/username?](#)

Check your email account for a message from Scholarship America Hub ([studentsupport@scholarshipamerica.org](mailto:studentsupport@scholarshipamerica.org)) and click the link to "Confirm your registration".

The link will take you to a new page that will allow you to set your password (see screenshot below). Create a password following the instructions.

\*Note for later: If you forget your username or password any time after this you complete this step, you can go to the login page and click "Forgot password/username?" for help.



## Set your password

The username for this account: "mstover5"

Once your password is set, you will automatically be logged into the website.

Your new password  ★★★★★

*Please select a case-sensitive password for your account. It must be at least 8 characters long and contain at least one lower case letter, upper case letter, and some other character. No spaces, single quotes, or double quotes are allowed.*

Confirm your new password  ★★★★★

*Please re-type your password for verification*

**Log in**

*This button will be enabled once the passwords match*

After you create your password, you will be sent to your Profile, which includes all the basic information required for applications in the Scholarship America Hub ([see screenshot below](#)). This profile will be used to match you to other scholarship opportunities, if applicable.

#### Personal Information

Date of birth *	<input type="text"/>
	<small>Format: mm/dd/yyyy</small>
Country *	<input type="text" value="- Choose one -"/>
Address *	<input type="text"/>
	<small>Your primary address</small>
Address (line 2)	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="- Choose one -"/>
ZIP/Postal code *	<input type="text"/>
Primary phone *	<input type="text"/>
	<small>Format: 555-555-5555</small>
Gender *	<input type="text" value="- Choose one -"/>
Ethnicity *	<input type="text" value="- Choose one -"/>

#### Profile Information

Your current grade level *	<input type="text" value="- Choose one -"/>
Cumulative GPA on a 4.00 scale *	<input type="text"/>
	<small>This website uses a 4.00 GPA scale. If needed, <a href="#">view the conversion chart</a> to convert your % grade.</small>
Post-secondary school type you plan to attend *	<input type="text" value="- Choose one -"/>
What year do/did you complete high school/secondary school *	<input type="text"/>
	<small>format: yyyy</small>
Field of study *	<input type="text" value="- Choose one -"/>
First generation college student *	<input type="radio"/> Yes <input type="radio"/> No
Year in school for the upcoming academic year *	<input type="text" value="- Choose one -"/>
Are you an active member of Boys and Girls Clubs of America?	<input type="text" value="- Choose one -"/>

Save my profile

Return to top


Once you have saved your profile, you will be sent to the Potential Scholarship Opportunities page ([see screenshot below](#)). Your program should be listed at the top of the page. Click **APPLY NOW**.

\*Note for later: [LEARN MORE](#) will take you back to the original landing page if at any time you would like to review the eligibility requirements, award information or list of required documents again.

### Potential Scholarship Opportunities

**Matching to programs may be delayed.** If you do not see a program you are looking for, please try to refresh this page. This process could take a few minutes.

Based on your profile information, you may be eligible for the following scholarship(s). Click "Learn More" for each scholarship to see if you meet all the eligibility requirements before applying.

	<p><b>SEH Pathway to STEM Scholarship Program</b> Opens on: February 01, 2022 6:00am Due by: <b>March 14, 2022 3:00pm</b> <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a></p>
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	<p><b>First American's Future Leaders of Manufacturing Scholarship Program</b> Opens on: January 06, 2022 6:00am Due by: <b>March 16, 2022 3:00pm</b> <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a></p>
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	<p><b>John H. Noll Scholarship</b> Opens on: February 03, 2022 6:00am Due by: <b>March 16, 2022 3:00pm</b> <a href="#">LEARN MORE</a>   <a href="#">APPLY NOW</a></p>
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You may now follow the on-screen prompts and fill out your application for your intended scholarship program.

## Part III. How to Add a Recommender

After you click [APPLY NOW](#), you may begin your application.

The first step of the application is to add a recommender.

The Wabtec Foundation Scholarship Program  
Due by: April 14, 2022 3:00pm  
[LEARN MORE](#)

Recommenders Application Documents Review

**Next >>**

### As part of your application, one online recommendation form must be submitted on your behalf:

Recommenders are people who can provide information on your behalf about your skills, strengths and goals (for example, a school counselor, supervisor at a job, professor/teacher, coach or mentor). A recommender **cannot be related to you**.

Add recommenders by entering their name and email address. This will generate an email to the individual. To align a recommender to a particular scholarship, use the Assign Recommenders function below.

Your recommendation must be submitted on your behalf no later than **3:00 p.m. Central Time on April 19, 2022**.

It is **your responsibility to follow up with your recommender to ensure they receive an email**. Keep in mind recommenders may need extra time because of their busy schedules.

To change a recommender for this scholarship, go to the Recommenders section of the Scholarship America Hub before the recommendation deadline.

#### Add a Recommender

First name \*

Email \*

Last name \*

Add Recommender

#### Assign Recommenders

*A checkmark symbol means the program has its minimum number of recommenders assigned. Otherwise a warning symbol is shown.*

Minimum Required  
1

Maximum Allowed  
1

*Assign a recommender to a program by checking the appropriate box. If a box is disabled, all assignments for that program have already been made. You may remove an assignment if you wish to select a different person.*

Program	Recommender	Assigned	Date	Status
The Wabtec Foundation Scholarship Program Recommender Deadline: April 18, 2022 3:00PM Central Time	No recommenders added!			

Once you read the instructions and enter the contact information for your recommender, click “Add Recommender” to add this recommender to your application. This will prompt an automated email to be sent to your recommender asking them to complete a recommendation for you for this scholarship program.

When this section is complete, click “Next” and follow the on-screen prompts to complete your application.