

Frequently Asked Questions

GENERAL

- 1. I am having trouble finding Step 2 of the application process. How do I get there?**

After you submit your General Application (Step 1), follow the green arrow at the top of your screen that will point to "Opportunities." Find the opportunity you are interested in and click "Apply." This will bring you to Step 2 and the last remaining questions (SAR, transcript upload, etc.). [View screenshots here.](#)
- 2. Can international persons apply?**

For scholarships and study abroad you must be a U.S. citizen or permanent resident. For internships and fellowships you must be a U.S. citizen, permanent resident, or have authorization to work in the U.S.
- 3. How do I apply for a program?**

The application process has two parts: General Application and Supplemental Questions. Begin and submit a General Application. After submitting, please go to Opportunities and select "Apply" to the desired program(s) to access the Supplemental Questions. Complete the remaining questions and submit.
- 4. Can I apply to multiple opportunities?**

You can apply to as many scholarships as you are eligible for. You can only apply to both a scholarship and an internship IF the internship you are applying for is the Congressional Internship Program.
- 5. When should I submit my application and recommendations/references?**

Applications and recommendation letters must be submitted before 11:59 p.m. Eastern Time on the deadline date. We suggest you input your recommender/reference information as soon as you begin your application so these individuals can begin uploading their letters.
- 6. I am applying to a scholarship and internship. How should my references address their recommendation letters?**

Please have your references address their letters to the "CBCF Review Committee." They can refer to the programs in general terms (scholarship, internship program, or simply "opportunity"). Both references for scholarship applicants are submitted through the General Application. For your internship application, your third reference will be submitted after completing your General Application and moving on to the Supplemental Questions.
- 7. How do I know my references uploaded their letters?**

The application system automatically sends you an email once your reference has uploaded their letter, so please check your inbox or spam/junk folders. You can also click the References tab. Under "Status" it will say Requested if the e-mail has been sent but they have not uploaded their letter. It will say Submitted once they have uploaded their letter. You can click "resend" to resend them the e-mail with the link and instructions for uploading their letter.
- 8. Is there something I can provide my reference to assist them in uploading their letter?**

Yes, you can provide them with our [Reference Portal Examples](#) document, which provides screen captures to walk them through the uploading process.

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9. Where do I send my official transcript?

Official transcripts are to be uploaded by the applicant directly to the application in the Supplemental Questions section. You will get to this section after you submit your General Application and move on to the opportunity-specific questions for the program of interest.

10. The system won't let me upload my resume/picture/SAR/video. What should I do?

The system only allows one period (.) in the file name. The file name can only have the following characters: **a-z, A-Z, 0-9**. Be sure you do not have any commas, apostrophes, or hyphens in your file name.

11. I uploaded the wrong document. What do I do?

Upload a new document by going to that question, and under your uploaded document click "upload new item." The system keeps a record of everything you upload, so be sure the document you select in the drop down menu is the correct document for that question. Reviewers will NOT see anything else in that drop down menu - only the document that is select for that question.

12. I have to change references/used the wrong reference email. What do I do?

Under that individual click "add a new reference." Either input information for a new reference or add the same reference with their corrected information. The system will view them as a new reference. The system keeps a record of every reference you input, so be sure the document you select in the drop down menu is the correct document for that question. Reviewers will NOT see any all reference materials in that drop down menu - only the document from the reference selected for that question. References cannot be deleted, so automatic emails be still be received regarding outstanding uploads.

SCHOLARSHIPS

13. Do I need to live or go to school in a CBC member district to be eligible?

No, this is not required. Your U.S. Representative information is used to help determine internship placements or volunteer review committee assignments. However, if you would like to determine if your district is represented by a CBC member, go to house.gov to find the name of your U.S. Representative. Then view this list of 2017 CBC Members to determine if your representative is a member of the CBC. All residents of New Jersey have a senator who is a member of the CBC.

14. Can I apply for a scholarship if I attend/will attend a community college?

Yes, you can apply for a scholarship if you are pursuing an associate's degree.

15. Are there scholarships for students pursuing an undergraduate degree?

Yes. All of our scholarships are open to student seeking an associate or bachelor's degree.

16. Are there scholarships for students pursuing a graduate degree?

Only our Spouses Education scholarship is also open to graduate students.

17. I am applying for a scholarship. How do I find the personal response questions?

Under Opportunities, click the name of the scholarship and scroll to the very bottom. The last section will be "Supplemental Questions" and will have the prompts for the personal response.

18. When and how will I be notified?

Recipients will be notified via email and through our application portal, AcademicWorks, upon completion of our selection process. Applicants not selected will be notified via email. Notification

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for arts scholarships typically occur between June and July. Due to the high volume of applications and the length of the review process (which begins mid-June), notification for Spouses Education typically occurs between July and October.