

SWE Scholarships - FAQ

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General Questions

1. I am currently a senior in high school, which scholarship application should I use?
Please use the incoming freshman scholarship application, which opens on March 1.
2. Do I need to be a member of SWE to be eligible for SWE scholarships?
No, you do not have to be a member of SWE to be eligible for SWE scholarships. However, some of the scholarships do require SWE membership. To be considered a member of SWE, you must be a paid member of the society and have a membership number. Participation in university activities alone does not make you a member of the society. To learn more about membership in SWE, please visit <http://societyofwomenengineers.swe.org/membership/benefits-a-discounts>
3. How do I apply for more than one SWE scholarship?
There is one application to fill out and each applicant will be considered for all SWE scholarships she is eligible for.
4. I forgot I had already started an application and now I have two. What do I do?
Please contact us via the Message Center. You are only allowed one application.
5. Nothing happens when I login.
Please scroll down to the bottom of the Welcome page and look for an error message.
6. What if I am an international student?
International students studying or planning to study a SWE-approved program are welcome to apply for SWE scholarships. We do accept ABET accredited international schools for some of our scholarships. If you are an international student studying at program in the United States, please select the respective state and school in your application. If you are an international student studying at a program outside of the United States, please choose "other" when entering state under the school sections.

7. I will be a junior next year in my engineering curriculum, but a senior in credits. What should my class status be?

Please enter the class level that your school has identified you will be in the fall. For example, if in the upcoming fall you will be working on the 3rd year of curriculum that your program requires then you will be a junior. Similarly, students who will be attending their first semester of college this upcoming fall, regardless of how many credit hours they are starting with, should apply in the freshman application period.

8. What if I do not have a School Address yet?

Enter your permanent address for your school address. You can update My Profile at any time prior to submitting your application. Once you submit your application changes are unable to be made.

9. How do I retrieve my SWE Member I.D.?

You can get your member number by logging into SWE.org.

If you do not have your login information, then choose "Retrieve a Lost Password" or "Forgot Your Password or Login ID". Enter your e-mail address and you will receive an email to re-set your password.

Once you have logged in, your ID will display under your name in the upper right corner of the page. You may want to check your record to confirm your membership is current.

If you are still unable to locate your I.D., please email membership@swe.org.

10. What if I do not receive my acceptance letter prior to the scholarship deadline?

If you do receive your acceptance letter prior to the scholarship deadline, then please attach it to your application as instructed in the application. If you do not receive your acceptance letter prior to the deadline, then please attach a document noting this. You can enter a zero or not available for student I.D. number to submit your application.

If you are selected for a scholarship, then we will request proof of acceptance from you. If you decide on a different school and major than what you submitted, this could also affect your eligibility for some scholarships.

If there is a chance that your acceptance letter will arrive prior to the deadline, then please do not submit your application ahead of time. Once you submit you will not be able to make changes.

Please continue to use the Message Center in the SWE Scholarship System for communications.

11. Why am I not receiving e-mails from the SWE Scholarship System?

The e-mails may have been quarantined to a spam folder. Please check your spam folder and add scholarships@swe.org to your e-mail safe list. You can also direct your references to do the same.

12. What is SWE looking for besides GPA?

SWE considers academic achievements, participation in extra-curricular/volunteer activities and enthusiasm for engineering. We are looking for involvement in engineering organizations beyond joining and attending events/meetings. Even if you can't become an officer or chair of a committee as a freshman, we recommend participation to show you are committed and involved.

13. When will you notify scholarships recipients?

Recipients of sophomore through graduate student scholarships will typically be notified in May and recipients of freshman scholarships in July. Note that some of the SWE scholarships are not restricted by class level. Thus, we must process freshmen applications before identifying recipients.

14. How do I withdraw my scholarship?

Please send a message via the Message Center to request that your application be withdrawn.

15. What are the application statuses? How do I know if I have completed all requirements?

The application statuses are:

- **In Progress** - The application is started, but not finished. The application can be edited. Reference contact information can be submitted and references can submit their recommendations. **Your application is not eligible for review after deadline.**
- **Submitted** - The application has been submitted and can no longer be edited. Reference contact information can be submitted and references can submit their recommendations. **Your application is not eligible for review after deadline.**
- **Completed** - These items have all been submitted by you by the due date: The application and contact information for 2 references. Also, both of your references must have submitted their recommendations by the references deadline. **Your application is eligible for review after deadline.**

16. How do you define eligibility as it relates to being a woman?

SWE Scholarships are open to all candidates who identify as female.

School and Major

1. My school and/or my major aren't displayed in the drop down for intended school.

Applicants must be enrolled in a SWE-approved program to be eligible for a SWE scholarship. SWE uses ABET accreditation to determine eligibility. Please go to abet.org to review accredited programs in engineering, computing and technology. Note that not all engineering and computer science majors may be accredited at the same school. Also note that SWE accepts community college ABET accredited programs as well as internationally accredited ABET programs and a few schools in Queretaro, Mexico.

2. What is an ABET-approved program?

ABET defines programs as a combination of major and school. Please visit the [ABET website](#) for more information. You can search by school and other methods on their [Find Accredited Programs page](#).

3. What happens if I change my school or my major for the fall session?
You cannot change your application once it has been submitted. If you are chosen as a scholarship recipient, then we will evaluate such a change on an individual basis. This could affect your eligibility for some scholarships.
4. What if I am a community college student?
Students who attend an ABET accredited community college full time are eligible to apply for SWE scholarships. Please visit the [ABET website](#) for more information. You can search by school and other methods on their [Find Accredited Programs page](#).

Applicants should apply in the application period that applies to their class status. If it is their first year attending college, they should apply during the freshman application period (typically starting in March). If they have already completed a year or more of full time community college, then the applicant should apply during the upperclassmen application period (typically starting in January).

Transcripts and Resumes

1. Can I attach an unofficial transcript?
All transcripts uploaded to your application will be considered unofficial. Scholarship recipients will have to submit official transcripts at a later date. Please make sure that your transcript includes your name, your school, dates, classes, and a cumulative GPA.
2. Do I have to create a resume if I am applying as a freshman?
Yes, resumes are required for all applicants. There are no requirements or restrictions on the format or content.
3. Does my resume have to be a specific type format? What about content?
No, there are no restrictions on or requirements for the format or content of your resume. You must save the document as a .pdf for it to successfully upload to your application.

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4. How do I successfully upload my transcript and resume?

If you are getting error messages when trying to attach a transcript, acceptance letter, or resume, there are several possible reasons:

- super-large file sizes which cannot be uploaded (2MB limit)
- incorrect document type (allowed file extensions: .pdf)
- inappropriate characters in your filename (do not use %, #, etc.)
- internet connection issues
- too little bandwidth (limit other applications running on your computer and network)
- user error
- application system issues

Please make sure that you minimize file size and are using the correct file extension. You can also try:

- saving after each file is attached (instead of attaching all and then saving)
- attaching a different file
- clearing your browser history
- using a different browser or computer, choosing "Save and Continue" instead of "Save for Later" as "Save and Continue" conducts more checks and may provide a specific error message

Once your file is successfully uploaded, you can click on View Transcript above the empty box to confirm.

5. I have completed at least 1 semester or term but do not have a GPA yet.

Please attach your transcript showing that you have passed your classes and check the Pass/Fail box in the application.

6. I just started a new school and thus do not do not have a GPA.

If you have not finished any classes for your current school yet, then we will use the GPA from your previous school. You will need to attach the transcript from your current school and most recent school as one file. This will help the reviewers to understand your situation and still be able to review your application appropriately.

7. My school will not send me a digital copy of my transcript.

Please obtain a hard copy of your transcript, scan it in, and attach the file to your application.

8. What if my unofficial transcript does not have all the required information?

You may need to scan an official version of your transcript in order to include all the required information. The most important piece of information is the unweighted, cumulative GPA.

Financial

1. What is an FAFSA number? How do I know what is my Expected Family Contribution?

FAFSA stands for Free Application for Federal Student Aid. If you have applied for financial aid, then you will have been assigned an FAFSA number and Expected Family Contribution.

2. How will students receive scholarship funds?

Checks are mailed to the school directly at the beginning of September. We ask that the funds be used for educational purposes, such as tuition and books.

References

Personal Reference:

You must provide Reference contact info by the applicant deadline. Your personal reference must be a person who has known you for two or more years and who is not a relative or member of your family. For example, this reference can be from a coach or a family friend. Please click on the Provide Reference Details link to enter the details of your reference. Make sure that your reference will be able to complete his or her recommendation by the reference deadline via the on-line system. We cannot accept letters via mail or email. We highly recommend emailing your reference before submitting to ensure that you have a valid email address. You may want to copy and paste the email address from a successful email communication to minimize entry errors. References must complete their recommendations by the date shown in the main instructions - usually 1 week after the applicant deadline. Do not forget to track the reference submittal status on this (the Main/Welcome) page.

Faculty Reference:

You must provide Reference contact info by the applicant deadline. We highly recommend that your reference be faculty in a STEM (science, technology, engineering, or mathematics) field who is familiar with your academic work. Please click on the Provide Reference Details link to enter the details of your reference. Make sure that your reference will be able to complete his or her recommendation by the reference deadline via the on-line system. We cannot accept letters via mail or email. We highly recommend emailing your reference before submitting to ensure that you have a valid email address. You may want to copy and paste the email address from a successful email communication to minimize entry errors. References must complete their recommendations by the date shown in the main instructions - usually 1 week after the applicant deadline. Do not forget to track the reference submittal status on this (the Main/Welcome) page.

1. Can my reference mail or e-mail their recommendation letter?

No, all submittals must be digital for reviewing purposes. Your reference must submit his or her recommendation via the SWE Scholarship System Reference Portal.

2. Do the references have to complete their recommendations by the same date my application is due?

No, the references have an additional week to provide their recommendations. Please see specific dates posted on the Main (Welcome) Page or under Provide Reference Details.

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3. How can I make sure that I and my references receive e-mails from the SWE Scholarship System? What if my reference has not received any e-mails?

Add a filter to your e-mail account allowing e-mails from scholarships@swe.org. For references, please encourage them to do this before you enter them as a reference. If you have already submitted them as references, then direct them to this site: <http://scholarships.swe.org/reference/>. Tell them to choose "forgot password" and the system will re-send them login information. You can also go to the Reference Portal and choose the "forgot password" option for them.

Also confirm that you have submitted the reference e-mail addresses correctly. You may want to suggest that they copy and paste the password into the appropriate login box to minimize errors.

4. My reference received the login email but cannot log in.

Please suggest that your reference copy and paste the password or login link. Some numbers and letters look very similar and it is easy to confuse them. Your reference can change his or her password after logging in.

If copying and pasting the password does not work, contact us via scholarships@swe.org.

5. What references are suitable for re-entry/nontraditional applicants?

References for re-entry or non-traditional students:

- Faculty reference - an employer or teacher
- Personal reference - a person who has known you for 2 or more years and who is not a relative or member of your family

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6. Suggestions for Working with your References.

Remember that both of your references must submit their recommendations for your application to be considered. Here are some suggestions to help make that happen:

- Get your references' agreement and understanding before submitting their contact information. The references process is:
 - You submit contact info for a reference
 - Reference immediately receives login email
 - Reference follows link in email and logs in
 - Page displays list of applicants who have submitted the reference's name. Reference clicks on "Not Started" alongside your name.
 - Reference types (or pastes) his/her recommendation into a text box
 - Reference clicks on the Submit button
- Once you have their agreement, submit their contact information to give them as much time as possible.
- References receive weekly email reminders until they have completed their recommendation.
- Confirm that they received their login email and offer your help if they have not received the email. (There are separate instructions in the FAQ for addressing this issue.)
- Confirm that they are able to access the Reference Portal. You or the references should contact us if they are having login issues.
- Monitor the status of your references' submittals on your Welcome page. The status will display as:
 - Submit Reference Details (your task)
 - Waiting on Reference
 - Completed

Reference FAQ

1. Now that I have accessed the SWE Scholarship System, where do I enter my recommendation?

Every time you log in, you will see the Main Page. On that page is the applicant's name in a bar and on the far right is "not started". Click on "not started" and it will take you to the page where you can enter your recommendation.

Clicking on Reference Portal on the left of the page will always take you back to the Main Page.

If no names are displayed, then either you have completed all recommendations or the deadline has passed.

2. How do I "sign" my name?

Please type it in since this is an on-line scholarship system.

3. What if no names are showing on my Main Page?

You have no recommendations to complete. Either you have submitted all recommendations or the deadline has passed.