

# I. Create the account and Applicant Profile

The student should use their own email, own account, and exact information that matches school and Tribal or ANC records.

OASIS - Applicant Profile

**OASIS**

Dashboard

**Applicant Profile**

Eligibility Form

Scholarships & Applications

Messages

FAQ

## Applicant Profile

Contact, identity, education, and program information

**Legal name**  
Use the name shown on official records

**Personal email**  
student.name@email.com **1**

**Tribe / Alaska Native Corporation**  
Select from the OASIS dropdown **2**

**Institution**  
Select the school the student plans to attend

**Degree or credential**  
Choose the exact program level

**Expected graduation**  
Month / Year

**3**  
**SAVE & SUBMIT**

### 1 Use the student's personal email

Finalist and status messages go to the email in OASIS. A parent or counselor email should not replace the applicant's own address.

### 2 Make every record match

Use the same legal name, Tribal or ANC affiliation, institution, and degree information that appears on official records.

### 3 Submit the Profile

Saving a draft is not the same as submitting. The Profile can be updated later when contact or school information changes.

## Counselor note: protect student ownership.

Counselors and family can help organize information and proofread, but the applicant should create the account, answer the questions, and submit the forms. Keep the login private.



*Illustrative screen guide; exact labels and placement in OASIS may change.*

## 2. Complete Eligibility and find the match

The Eligibility Form uses self-reported information to match the student with open opportunities.

### 1 Answer for the current plan

Select the institution, degree level, and enrollment pattern the student actually expects. Update changes promptly.

### 2 Submit Eligibility

A completed Profile alone will not produce a matched opportunity. Eligibility must also be submitted.

### 3 Open Scholarships & Applications

Scroll to the section, select View, and open the matched opportunity. If nothing appears, recheck Eligibility and contact the Scholarship Team.

## Most common mistake: stopping too soon.

The Applicant Profile and Eligibility Form open the door. The matched Opportunity Application is the scholarship application that must be completed and submitted before its deadline.

**PROFILE ≠ APPLY**

*Illustrative screen guide; exact labels and placement in OASIS may change.*

# 3. Complete and submit the Opportunity Application

Draft carefully, upload the requested documents, arrange references early, and verify the final submission status.

The screenshot shows the OASIS - Opportunity Application interface. The main heading is "Undergraduate Scholarship Application". A progress bar at the top right indicates "72% COMPLETE" with a "1" in a circle. Below the progress bar is a list of sections with their completion status:

- Academic history: COMPLETE
- Leadership & community: COMPLETE
- Written responses: IN PROGRESS
- Transcript upload: UPLOADED (with a "2" in a circle)
- Reference request: PENDING
- Review & submit: REVIEW & SUBMIT (with a "3" in a circle)

The left sidebar contains the following navigation items: Dashboard, Applicant Profile, Eligibility Form, Scholarships & Applications (highlighted in orange), Messages, and FAQ.

## 1 Work section by section

Use a desktop computer and a current browser. Draft longer responses in a separate document, then paste them into OASIS.

## 2 Watch documents and references

Upload the requested file type. Ask the reference early, enter the correct email, and track whether the response is received.

## 3 Review the submitted status

Required questions must be answered. Use N/A only when appropriate. After edits, verify that the opportunity still shows as submitted before the deadline.

## Authentic voice matters.

AI tools may assist with brainstorming, outlining, revision, or proofreading, but the applicant should generate the ideas and personally write the final responses. Counselors should coach - not author.

STUDENT'S OWN WORK

*Illustrative screen guide; exact labels and placement in OASIS may change.*

# 4. Track status and complete Finalist steps

OASIS and email carry the decisions and next-step instructions. Finalist status is not yet an official award.

**1** Check OASIS and email

Decisions are posted in OASIS and emailed to the applicant. Check spam and respond promptly; official Finalist letters are not mailed.

**2** Finalist is not yet an award

A Finalist has advanced after review but must accept the offer and successfully complete verification before an official award.

**3** Finish Post-Acceptance

Complete every requested item by the deadline. An official Award Notification is issued only after the file is verified and complete.

**Questions? Use the official channels.**

Scholarship applications: [scholarships@cobellscholar.org](mailto:scholarships@cobellscholar.org)  
 Fellowship applications: [fellowships@cobellscholar.org](mailto:fellowships@cobellscholar.org)  
 Direct: (505) 313-0032 | Toll free: (844) 551-0650

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