APPLYING FOR SCHOLARSHIPS
Instructions for Students
Open a new web browser and navigate to MyHumber (www.myhumber.ca)
Click Login
Enter your Humber username and password and click SIGN IN
Click on **Student Awards and Financial Aid** and select **Apply for Scholarships**
Click Sign In
Click **Sign In With Your Institution**

**Welcome!**
If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you need help with your Login or password, please click on trouble signing in.

**Sign In With Your Institution**
Enter your **Humber username and password**, and then click **SIGN IN**
• Students need to complete a general application each semester. The specific dates that the general application opens will be posted on the Humber website and on TV screens at Humber campuses.

• Please read all instructions in order to fill out the form correctly—mandatory fields are marked with an asterisk.

• When completing the general application you will see an area at the bottom of the page labelled Applicant Record. It is important that you ensure that your personal information (name, address, program etc.) are accurate in your student record in MyHumber, as this information is automatically uploaded from your student record. (If you need to update your student record, please contact the Registrar’s Office, as changes cannot be made through the scholarship portal).

• Save your information at any time and return to it later by clicking Save and Keep Editing.

• When you have completed all required information in the general application click Finish and Submit and you will receive a “successfully submitted” notification located at the top of the page, in a green banner.

Note:
• If you return to your general application to make any updates once you have submitted, please ensure you click Update Your Application to capture all changes.
Based on the information you submit in the general application and the information from your student record, you may be matched to available scholarships in two ways:

AUTO-MATCH Scholarships

APPLY-TO Scholarships
• You may automatically be matched to scholarships for which you qualify, based on your general application and the information from your student record (MyHumber) account.

• You do not need to take any further action for scholarships you have been auto matched to.

• It is IMPORTANT to note that you will NOT see the scholarships that you are automatically matched with!
If you are eligible for additional opportunities that require supplemental information, these will display for you once you have completed and submitted your General Application.

These are identified as Other Recommended Opportunities.

You can now view these Other Recommended Opportunities to determine which ones you want to ‘APPLY TO’

For the opportunities that you want to APPLY TO, simply click on the ‘Apply’ button and complete and/or submit any supplemental information required, which could include: additional essay questions, letter of reference, high school transcript, etc.

Note: Not all students will be presented with additional recommended opportunities.

Important: Please check back in the system regularly to see if there are any new scholarships available. You can also log back in any time before the application deadline if you need to make changes to your application.
To monitor the progress of your scholarship application, please log into the system, click on the **My Applications** tab to view your Applications dashboard.

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**Recommended Opportunities**

**PLEASE NOTE:** Based on your General Application, you will find scholarship(s) below for which you may qualify. Please review each scholarship to ensure you meet all required criteria.

**Recommended** does not constitute qualified. The system will identify you as a potential candidate for scholarship(s). If you believe you are specifically qualified for a recommended scholarship, click **Apply** to review additional criteria and questions. If you believe the specific scholarship is a match, click **Finish and Submit.**

For additional information, please visit humber.ca/studentscholarships or contact the Student Awards Office.

Marlene Valerio
Student Awards Officer
Advancement and Alumni
Humber College Institute of Technology & Advanced Learning
205 Humber College Blvd., Learning Resource Commons, 5th Floor
Toronto, Ontario M9W 5L7
416-673-0152 or 1-877-373-0152
student.awards@humber.ca

Search by Keyword
The My Applications dashboard shows you information related to the following:

- The number and names of the ‘Recommended Opportunities’ you have ‘Applied To’
- Applications that you may have started but have not yet submitted

Important:
- Please check back regularly to see if there are any new scholarships available for you to ‘Apply To’
- You can also log in at any time before the scholarship application closing date, if you need to make changes to your application.
• APPROXIMATELY 6-8 WEEKS AFTER THE APPLICATION PROCESS CLOSES*, you will be notified via email about any scholarships for which you have been selected as a recipient (*scholarship open and close dates are posted on the Humber website and on TV screens at all Humber campuses)

• Due to the high volume of applications received, only successful applicants will be notified

• All notifications will be sent to your Humber student email account

• A sample of the email communication appears on the right side of this page

• To move forward you will need to select Accept under the Needs Attention area of your My Applications page

SAMPLE EMAIL

Dear Jane Doe,

We are pleased to let you know you have been selected as the recipient of the Humber College Scholarship.

For details and to accept this scholarship, please visit:

Applicable link inserted here.

If you have any questions, please contact us at student.awards@humber.ca.

Sincerely,
Advancement and Alumni
Humber College Institute of Technology & Advanced Learning
205 Humber College Boulevard, LRC 5th Floor
Toronto, ON M9W 5L7
student.awards@humber.ca
Your scholarship(s) has been made possible through the generosity of donors to Humber.

Part of the overall scholarship process includes THANKING YOUR SCHOLARSHIP DONOR for their generosity and letting them know the positive impact their donation has made to your education.

To move forward with the awarding process, please complete the post-acceptance questions for your scholarship.

You will receive an email prompting you to complete the post-acceptance questions, which will contain a link to the applicable page.

The post-acceptance questions are located under the Supplemental Questions tab.

Note: Your donor may have a profile that can assist you with filling out your post-acceptance questions. To locate your donor profile, look for the underlined link on the sidebar to the left of this page under the heading “Donor”.

Thanking your Scholarship Donor by completing post-acceptance questions!
• In order to receive your scholarship funds, you must be a current full-time student of Humber College.

• When you have successfully completed your post-acceptance questions (see previous page for details), you will be awarded your scholarship funds.

• Scholarship funds are applied to your MyHumber account as a tuition credit. The balance (if any) will be provided in the form of an e-transfer upon request.

• You will receive an email notifying you when this process occurs. The email will include further instructions.
Scholarship Inquiries
Marlene Valerio, Student Awards Officer
Advancement and Alumni
Humber College Institute of Technology & Advanced Learning
205 Humber College Boulevard, LRC 5th Floor
Toronto, ON M9W 5L7
Tel.: 416.675.6622 ext. 5480
student.awards@humber.ca

MyHumber Login Assistance
Contact the IT Support Centre at
its.humber.ca/about-us/contact

Updates To Your Student Record
Please visit the Office of the Registrar registration webpage for information regarding making changes to your record:
https://humber.ca/admissions/office-of-the-registrar/registration/name-change.html

NEED FURTHER ASSISTANCE?