

CITIZEN POTAWATOMI NATION TRIBAL SCHOLARSHIP

BOZHO (Hello)!

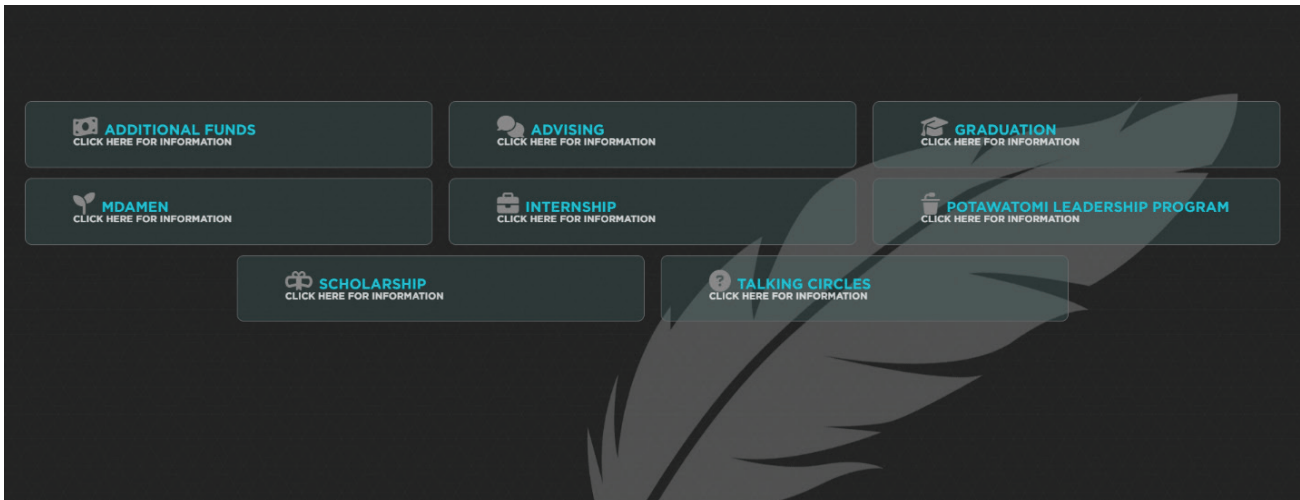
This document is meant to serve as a guide to students who are applying to the Citizen Potawatomi Nation Tribal Scholarship through [the Citizen Potawatomi Nation online portal](#). Below, you will find detailed, step-by-step instructions on what you need to get your application submitted and approved. If your personal situation is not covered by the instructions below, or you are having difficulties that this guide does not cover, you can contact the Department of Education by email at education@potawatomi.org or by phone at 405-695-6028.

THE PORTAL

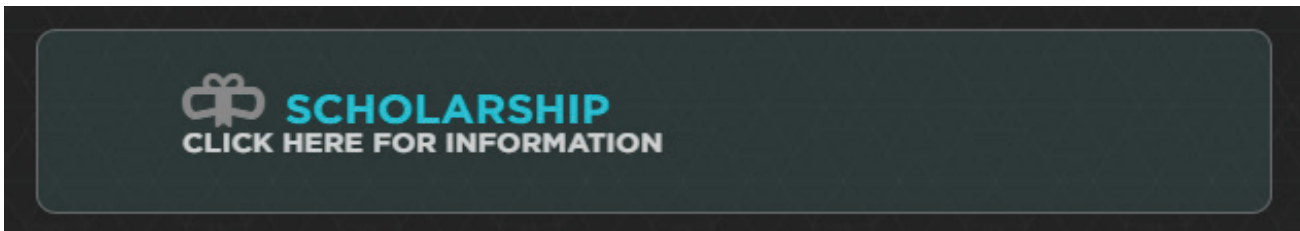


Above is the landing page for the portal, once you've signed in with your login information. You can access a wide variety of services from this menu, but for the purposes of applying for the scholarship you need to click the "Education" tab on the left. Once you do, you'll be redirected to the education dashboard.

THE DASHBOARD



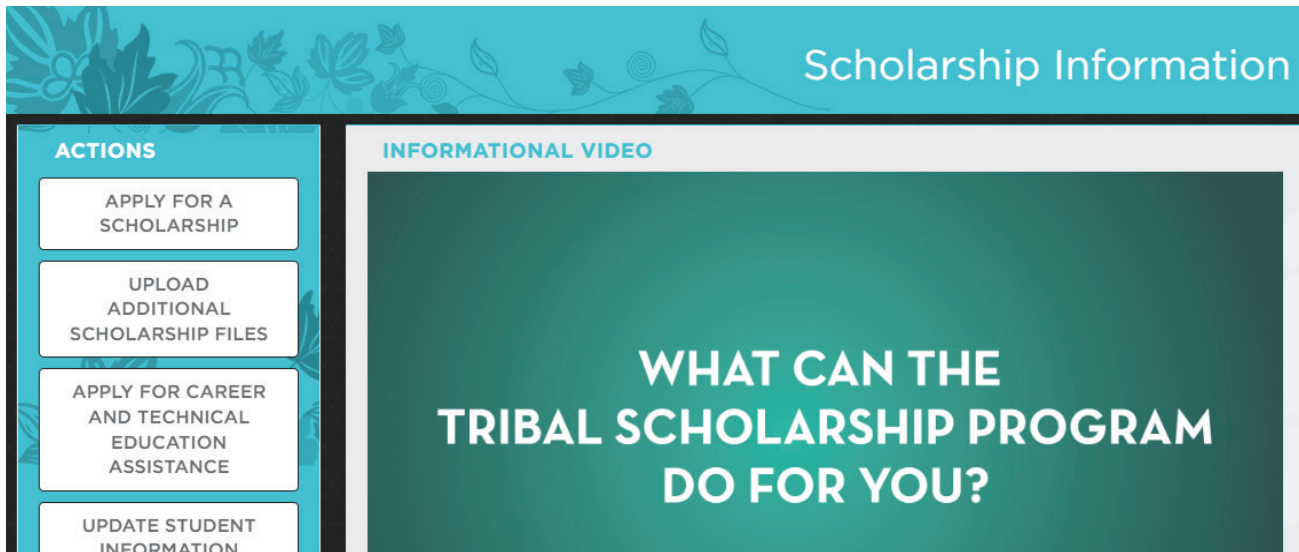
Pictured above is the landing page for the education tab once you click on it from the main portal menu. It is important to mention that students must use their own portal account to sign in and apply even if the student is a minor. If the applicant's name on the account does not match the name on the submitted documents, the application will be marked incomplete. The most important tab for us is the Scholarship tab. That's the tab in the bottom left, pictured here:



If you can't see or don't have a scholarship tab, your tribal ID may not be properly connected to your username. If you have your ID number handy, we can fix this over the phone or via email.

MAIN MENU

Once you click that tab, the following page will look like this:



From this page, you can navigate to all the information and forms that are necessary for applying for the Citizen Potawatomi Nation Tribal Scholarship. The “Actions” menu is the main feature of this page.

The most important option, for the purposes of applying, would be the “apply for scholarship” button. It is important to note that this button only appears during an active scholarship period. The periods where the scholarship is active can be found below:

FALL Opens: July 15 8AM CT Closes: Sept 15 5PM CT	SPRING Opens: Nov 15 8AM CT Closes: Feb 15 5PM CT	SUMMER Opens: March 15 8AM CT Closes: June 15 5PM CT
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However, it is also important to know the functions of the other buttons for after you have successfully applied.

If you need to upload additional documents the “Upload additional scholarship files” tab allows you to edit your uploaded documents.

The “Update Student Information” tab lets you edit your student profile to update a change in the school you are attending, FERPA information, and other personal information.

The “Schedule an Advising Appointment” tab will navigate you to a page for scheduling an advising appointment with your advisor.

Finally, the last tab will allow you to access and edit your student success plan. This is a plan that you can make with an advisor after an advising session to keep notes on the plans made for your academic success.

Moving on to the application itself, below is the landing page after clicking “Apply for A Scholarship.”

WELCOME PAGE

2025 Spring Scholarship Application

WELCOME INSTITUTION EDUCATION CURRENT TERM UPLOADS ADDRESS AUTHORIZATION FINISH

Byé bidgek (Welcome)

Before you Start!

The Citizen Potawatomi Nation Tribal Scholarship supports concurrent enrollment, associate's, bachelor's and graduate programs at accredited, not-for-profit institutions. Ph.D. scholarship applications are considered on a case-by-case basis. In order to be considered please confirm you meet the following criteria and have all necessary documents ready.

Eligibility Criteria

- Enrolled Citizen Potawatomi Nation tribal member.
- 2.5 or higher grade point average (GPA).
- Seeking an associate's, bachelor's, or graduate degree at a not-for-profit, regionally-accredited institution or enrolled in concurrent/dual enrollment high school courses.

Necessary Materials List

- Grade document from the last time student attended school showing student name, university, and current grade point average (GPA). (Unofficial transcript preferred.) First time applicants may use a high school transcript.
- Class schedule for the scholarship term for which student is applying showing number of credit hours, student name, and university.

Because the scholarship application periods are the same each year, we recommend that you add the following dates as recurring on your calendar:

Spring Scholarship - Opens on Nov 15 8:00 AM CST and Closes on Feb 15 5:00 PM CST
[Add Spring Scholarship term reminder to calendar](#)

Summer Scholarship - Opens on Mar 15 8:00 AM CST and Closes on Jun 15 5:00 PM CST
[Add Summer Scholarship term reminder to calendar](#)

Fall Scholarship - Opens on Jul 15 8:00 AM CST and Closes on Sep 15 5:00 PM CST
[Add Fall Scholarship term reminder to calendar](#)

[Begin Scholarship Application](#)

Once on this page, you will be given the information for the scholarship application windows. Applications are only accepted during one of the three windows, that being Spring, Summer, and Fall.

If you are within one of the windows, Great! That means you're ready to start applying. To move forward with your application, press the "Begin Scholarship Application" button in the bottom left corner.

2025 Spring Scholarship Application

WELCOME INSTITUTION EDUCATION CURRENT TERM UPLOADS ADDRESS AUTHORIZATION FINISH

I am a(n):

High School (Concurrent/Dual Enrollment) Student	Undergraduate Student	Graduate Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Congratulations, you've just officially started your scholarship application!

The first piece of information the application asks for is whether you are a high school student enrolled concurrently, an undergraduate student, or a graduate student. What you click on will change the amount of information you need to provide. The requirements for receiving the scholarship are: being enrolled in a college or university either full time or part time and having a GPA of 2.5 or higher. The provided documents help the committee confirm that you meet the requirements.

An undergraduate student is someone working on an associate's or bachelor's degree. A graduate student is working towards a master's or doctoral degree.

DEGREE INFORMATION

WELCOME INSTITUTION EDUCATION CURRENT TERM UPLOADS ADDRESS AUTHORIZATION FINISH

I am a(n):

High School (Concurrent/Dual Enrollment) Student ⓘ <input type="checkbox"/>	Undergraduate Student ⓘ <input checked="" type="checkbox"/>	Graduate Student ⓘ <input type="checkbox"/>
--------------------------------------------------------------------------------	----------------------------------------------------------------	------------------------------------------------

I am attending more than one University. I have a second major.

What School are you attending? * required - select from list | Unable to find your school?

How many hours are you taking at this institution for the 2025 SPRING Term? * required

Degree * required Concentration/Emphasis

What is your Major? * required - select from list

What is your Minor?

GPA * required | Will be rounded up if applicable.

Grade Level * required

Expected College Graduation Year * required Expected College Graduation Month * required Expected College Graduation Semester * required

If you select that you are an undergraduate, for example, the above fields will appear. The required fields are for your major, the school you attend, the number of hours you are taking, your GPA, grade level, your expected graduation year, month, and semester. This information is also required if you apply for a master’s or doctoral degree scholarship. However, the information for the concurrent scholarship differs, and it is shown below.

I am a(n):

High School (Concurrent/Dual Enrollment) Student ⓘ <input checked="" type="checkbox"/>	Undergraduate Student ⓘ <input type="checkbox"/>	Graduate Student ⓘ <input type="checkbox"/>
-------------------------------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

University Name * required

University ID

GPA | Will be rounded up if applicable.

Grade Level

Next

For the concurrent scholarship, only your GPA and university name are absolutely necessary to enter, University I.D. isn’t required, and your grade level will be automatically entered.

DEGREE INFORMATION

WELCOME INSTITUTION EDUCATION CURRENT TERM UPLOADS ADDRESS AUTHORIZATION FINISH

I am a(n):

High School (Concurrent/Dual Enrollment) Student

Undergraduate Student

Graduate Student

I am attending more than one University.

I have a second major.

What School are you attending? Unable to find your school?
Oklahoma State University-Main Campus

How many hours are you taking at this institution for the 2025 SPRING Term?
15

Degree: Ed D. (Doctor of Education) Concentration/Emphasis: -----

What is your Major?
Elementary Education

What is your Minor?
N/A

GPA | Will be rounded up if applicable.
4.0

Grade Level
Graduate Year 2

Expected College Graduation Year: 2026 Expected College Graduation Month: May Expected College Graduation Semester: Spring

Next

For the graduate degree scholarship, the image above shows the layout of the required fields, they are roughly the same as the bachelor's degree application. Moving forward, the scholarship forms are all going to ask for the same information regardless of your grade level.

Below you will find the next page after entering all of the requisite information.

2025 Spring Scholarship Application

WELCOME INSTITUTION EDUCATION CURRENT TERM UPLOADS ADDRESS AUTHORIZATION FINISH

Did you earn a High School Diploma or GED?
High School Diploma

Graduation Year
2022

High School Name
Central High School

High School City
Shawnee

ACT Score
30


SAT Score

I am a First Generation Student, or the first in my family to attend college.

Previous Next

On this page, you can provide information regarding your pre-college education. You may also mark whether you are a first-generation college student. It is important to note that if you apply for a concurrent scholarship, you will instead provide your expected graduation year.

SCHOLARSHIP PAYABLE INFORMATION

SCHOLARSHIP PAYABLE INFORMATION		
<p>MAKE THE SCHOLARSHIP PAYABLE TO ME AND THE SCHOOL</p> <p>By clicking this box, you are indicating that your scholarship will be made payable to both you and the university. This box is checked by default.</p> <p><input checked="" type="checkbox"/></p>	<p>MAKE THE SCHOLARSHIP PAYABLE ONLY TO ME</p> <p>By clicking this box, you are indicating that your scholarship will be made payable directly to you and not to your school and you. Additional information will be required.</p> <p><input type="checkbox"/></p>	<p>MAKE THE SCHOLARSHIP PAYABLE ONLY TO THE SCHOOL</p> <p>By clicking this box, you are indicating that your scholarship will be made payable directly to the university only.</p> <p><input type="checkbox"/></p>
<p> Please note that the award is intended to be endorsed by the student and then given to your school to be placed on your school account. Please do not attempt to deposit this into your bank account without school endorsement as this may cause the check to be voided by your financial institution and cause delays in receiving funding. If you wish to have the check made out in your name only, please edit your application and provide a zero balance document from your school on the 'Uploads' page.</p>		
PAYABLE TO ROOM AND BOARD ONLY OPTION		
<p><input checked="" type="checkbox"/></p>	<p>I would like to designate my scholarship for room and board only</p> <p>Marking your scholarship as for room and board means your school will not be able to apply the funds to your tuition. Consider whether you owe your university for tuition or room and board when marking this box.</p>	

Moving forward once again, you will be asked how you would like to receive your check. There are three options: Make payable to me and the school, Make the scholarship only payable to me, and make the scholarship payable to only the school. Making your check payable to yourself and the school allows for it to be first endorsed by the student, then applied to your school account. Making the scholarship payable to you requires proof of a zero balance with your institution first. Make sure that for your zero-balance document, you are submitting a screenshot of your bursar account with your school, not a receipt or proof of payment. The document must have your name and be for the current semester. A document showing loans or financial aid in an amount greater than what you owe the school also counts, as does proof of a GI bill for veterans. Making your check payable to your school means that we will send the check directly to the Bursar's office at your institution, where they will then apply the funds to your account.

Additionally, if you are electing to send your funds to your school instead of yourself, you can mark the funds as "Room and Board Only," meaning that they cannot be applied to tuition or other expenses. This could be very beneficial if you already have tuition paid by other scholarships, for example.

SCHOLARSHIP PAYABLE INFORMATION

Further down the same page, you will see these options.

CURRENT TERM INFORMATION

Student Status Matrix

Undergraduate	Part-Time	Full-Time
	11 credits or fewer	12+ credits
Graduate	8 credits or fewer	9+ credits

*If your institution considers full-time status using a different scale, please use the "Additional Document" upload space to provide correspondence or proof from your institution that you are full-time. Without such documentation, you will be automatically classified using this matrix.

I do not have last semester's grades yet.
(Your application will automatically be marked incomplete until you submit the grades.)

Term Type **Full or Part Time** **Current Term Credit Hours**

EXTERNAL SCHOLARSHIPS

Are you receiving any other scholarships besides the CPN Tribal Scholarship? ?

Yes

The full time/part time options determine the amount you receive from the scholarship (\$2,000 for full time, \$750 for part time). We provide our student status matrix here to show the most commonly accepted number of credit hours to be considered full time by most institutions. If your school handles full time and part time status differently, please reach out to us so that we can get you the correct level of funding.

RECIPIENT ADDRESS

Of course, to mail your check to you we need either the address of your school or your address depending on which option you selected during that part of the application process.

Country		
UNITED STATES		
Mailing Address		
Please list your current mailing address here. We will use this address to mail your scholarship check.		
700 Gregory St		
Apt #, Suite #, etc. * required		
# 2319		N/A <input type="checkbox"/>
City	State	Zip Code
Normal	IL	61761
Notification Email		Phone Number
email@email.email		180-058-82300

FERPA CONTACTS

As the scholarship application is wrapping up, it will ask you if you would like to designate any FERPA contacts. FERPA contacts are individuals who are authorized to view your educational information. These contacts are usually parents, grandparents, caregivers, and spouses. You may always edit your list of FERPA contacts, so don't worry if you need to add someone or take someone off. We won't be able to talk to someone on the phone about your scholarship application unless they are listed as a FERPA contact.

2025 Spring Scholarship Application

WELCOME > INSTITUTION > EDUCATION > CURRENT TERM > LOADS > ADDRESS > AUTHORIZATION > FINISH

WHAT IS FERPA?
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, OR FERPA, IS A FEDERAL LAW FORBIDDING US FROM TALKING TO ANYONE BUT THE STUDENT REGARDING THEIR APPLICATION UNLESS THEY ARE LISTED AS A CONTACT HERE.

WHO CAN REQUEST INFORMATION ABOUT YOUR SCHOLARSHIP?
A FERPA CONTACT IS AN INDIVIDUAL WHO HAS BEEN GRANTED PERMISSION BY THE STUDENT TO ACCESS THEIR EDUCATIONAL RECORDS AND DISCUSS THEIR EDUCATIONAL NEEDS.

[Add New Contact](#)

You have not entered anyone as a FERPA contact. Unless they are added to your FERPA contacts, they cannot contact us to discuss any of your educational needs.

[Previous](#) [Next](#)

SUMMARY

After you submit your contact list, this summary of your application will follow.

CONFIRM AND APPLY FOR CPN SCHOLARSHIP

Name : TESTING COLLEGE ACCOUNT

Your Scholarship Check Will Be Made To: TESTING COLLEGE ACCOUNT & Northeastern Okalhoma A&M College

Check Mailing Address: 700 Gregory St # 2319, Normal, IL 61761

School: Northeastern Oklahoma A&M College

Semester: 2025 Spring Scholarship

Semester Units: Semester

Total Semester Hours: 15 + 0

Student Status: Full Time

No Files Uploaded This Session

If it is not correct, no worries! You can always go back and edit it before you submit. Following this summary, there will be several checkboxes to fill in regarding terms and conditions.

TERMS AND CONDITIONS

TERMS & CONDITIONS

By checking the boxes below, you agree that you have read and understood these terms and conditions:

Student Status Change

Application Submission

I understand that my scholarship amount is determined by my student status. Should any changes occur to my full-time or part-time status, I will notify the CPN Department of Education immediately, as this may affect my funding amount. I understand that as the CPN Department of Education reviews each new application, they will compare its information to that which was submitted along with the previous application to ensure that I have completed the semester with the same status. **I am aware that if I drop from full-time to part-time status or if I withdraw from all courses, I will be required to pay back the difference in funding before another scholarship award can be granted.**

Incomplete Applications

Institution

I understand that once my application is submitted through the online portal, the CPN Department of Education will review the application and documents submitted and notify me via email if my application is incomplete. I understand that I have until the posted deadline for that semester to complete my application. I understand that after the deadline has passed, incomplete applications will be rejected and those students will not receive the scholarship for that semester.

Scholarship Checks

Outside Aid

I understand that by default, all scholarships are awarded in both the name of the school I am attending and my name, and I must work with my institution to disburse my funding. I understand that to have the scholarship made directly to me only or the school only, I must identify this on the scholarship application and provide the requested documentation. I understand that failure to comply with these terms will result in the scholarship being made out to the school and my name and that I cannot cash the scholarship at any place other than my school.

Scholarship Deadline

CPN Reserved Rights

I understand that without exception, only applications submitted by the listed deadlines will be considered for scholarship awards. I understand that failure to submit my completed application by the deadline listed for the semester for which I am applying will result in loss of scholarship funding.

I understand that the Citizen Potawatomi Nation Department of Education reserves the right to request official transcripts and/or Family and Educational Rights and Privacy Act (FERPA) access as a condition of scholarship receipt. Such a request will be made when the department sees a need to confirm information provided by the student. If a student is not demonstrating forward progress, CPN Department of Education reserves the right to stop funding.

Room and Board Only Payable Selected

I acknowledge that I have asked that the scholarship check be designated for room and board only. I understand that if I am in university housing, these funds will not be applied to tuition or fees. I understand that if I do not live in university housing, this means the school may not apply the funds to my bill and it is still my responsibility to pay my balance.

I am applying for the CPN scholarship, and all above information is correct. I agree to notify the CPN Department of Education after any changes in class schedule, including dropping of any classes.

Previous Complete

Once you agree to the terms and conditions, you may submit your application. It will then be reviewed, and marked as either incomplete, approved, or rejected. You will receive an email when any change in status is made to your application. An incomplete application is just missing some parts that we check for, like a schedule without credit hours listed, or a transcript that doesn't have your previous semester's grades. To remedy an incomplete application, just go to the action menu on the main scholarship page and click "Upload Additional Scholarship Files."

Approved means that your scholarship met criteria, and a check will soon be sent to either you or your school. In other words, Congratulations! You did it! The final marking, though, is rejected. This is by far the least common marking and will only happen if you don't upload the required documents before the scholarship deadline, fall below the GPA requirement (after already using a semester of probation), or otherwise submit an application that does not meet our criteria.

TIPS AND TRICKS

- If you happen to have an unofficial transcript that shows your previous semester's grades AND your schedule for the semester you are applying for, then you only need to submit that document for both requirements. (Make sure that it has your name, the course's name, and the credit hours listed!)
- The most common reason for a rejected scholarship is not getting the application documents in by the deadline, so keep an eye out for our reminder emails and phone calls when the deadline gets close!
- If your application is marked incomplete, don't worry, you can still submit new documents to your current application until the deadline, you do not need to re-do the whole application.