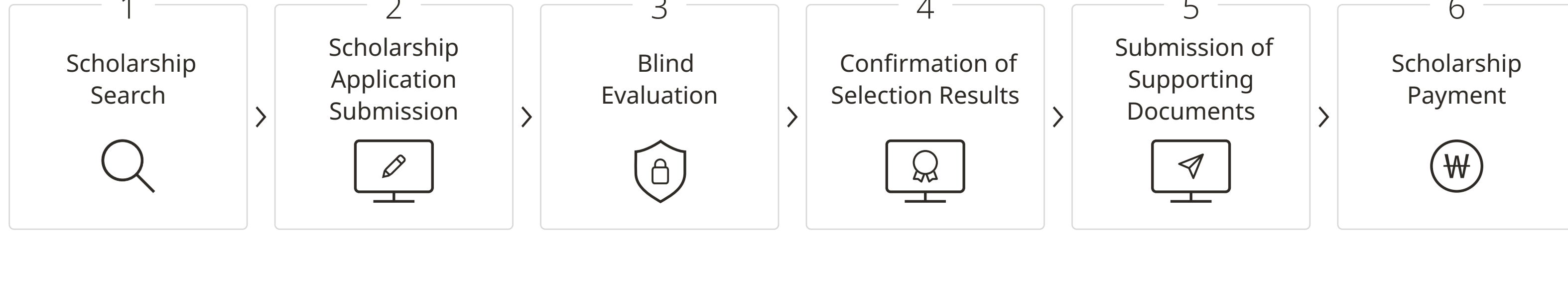


How to Use: For Students

“From applying for scholarship programs to checking selection results in one place.”

Scholarship Commons is an integrated scholarship management platform that covers from scholarship application to candidate selection. Scholarship Commons for student members handles the entire application process, which covers from applying for scholarship programs to announcing scholarship recipients.



1. Scholarship Search

Students can search for scholarship programs through **diverse search methods** on Scholarship Commons.

- (1) Search for desired scholarships using **keywords**.
- (2) Conveniently search by **category** for scholarships that are relevant to you.
- (3) Quickly search for the latest scholarships or popular scholarships using the **sorting** function.

2. Scholarship Application Submission

It is easy to **apply for scholarship programs online** on Scholarship Commons, without printing and mailing of documents.

Clicking the **[Apply]** button in the scholarship announcement post activates a **customized application system**.

Once starting an applying process, your **eligibility for the scholarship is first assessed**. A person who has family members, relatives, friends, etc. working at a scholarship operating agency cannot apply for the scholarship.

Next, **fill out the application form**. If your information has been saved on the website, you can **quickly fill out** the application form by clicking the [Retrieve My Data] button.

Next, **fill out your personal introduction statement and study plan online**.

Scholarship Commons does not require you to mail supporting documents. You can check the document type and its requirement, then **submit them directly online**.

증명서	필수여부	파일명	파일정보	파일 업로드
재학증명서	필수 제출	파일명	파일용량 10MB 이하	파일 업로드
성적증명서(전체)	필수 제출	파일명	파일용량 10MB 이하	파일 업로드
국민기초생활수급자 증명서	선택 제출 (해당자만)	파일명	파일용량 10MB 이하	파일 업로드

If the recommendation letter is a requirement, students can **make recommendation letter requests online to recommenders**.

Requests for recommendation can only be made to recommenders who are registered as members. The recommendation letter is submitted to Scholarship Commons directly by the recommender within the given recommendation period.

Submit a package of the application document in the final step after verifying a personal identity on the **ID verification check system**, which is used to **prevent fraudulent applications**.

You can **temporarily pause the application** at any time by clicking the [Exit] button at the bottom of the screen, and resume the application by clicking the [Application in Progress] menu.

Your submitted contents can be found in the [Application Details] menu. You can **manage your scholarship application details online**. If you have requested a recommendation letter, you can also **directly check online whether the recommendation letter has been submitted**.

운영기관	장학금	제출서류	제출일시	추천서도착	진행상태
민트세이지(주)	KAIST 디자인 장학금	장학금 신청서 자기소개서 학업계획서 추천서 재학증명서	2020. 1. 7.(목) 9:00 접수중	2020. 1. 8.(수) 10:00 나교수	접수완료

3. Blind Evaluation

As a basic principle to **guarantee fair evaluation**, Scholarship Commons uses **blind evaluations**. A part of the evaluation system that only the evaluator can access is shown below. Personal information is removed from the documents submitted by students, and evaluations are conducted with only the registration number visible.

Note: When writing the personal statement or the study plan, the use of any expressions or terms that directly or indirectly identify the applicant is prohibited. If any personally identifying information is included, it may be excluded from the evaluation.

4. Confirmation of Selection Results

For **transparent management of selection results**, Scholarship Commons **informs all applicants of the selection results** on the scheduled announcement date, regardless of whether they have been selected. The selection results can be checked via email and in the [Application Details] menu.

운영기관	장학금	제출서류	제출일시	추천서도착	진행상태
민트세이지(주)	KAIST 디자인 장학금	장학금 신청서 자기소개서 학업계획서 추천서 재학증명서	2020. 1. 7.(목) 9:00 접수중	2020. 1. 8.(수) 10:00 나교수	합격

5. Submission of Supporting Documents

Scholarship Commons does **not require excessive submission of documents** when applying for scholarships. Information only relevant to selected scholarship candidates, such as bank account information for receiving scholarship money, is submitted after the selection results are announced. The scholarship candidates are to **submit the requested additional documents** by clicking the [Submit Supporting Documents] button in the [Application Details] menu.

Note: If the information for scholarship payment, etc. is not submitted after the selection announcement, the scholarship candidate will be considered as having given up his or her status as a scholarship candidate, and the scholarship will not be provided.

운영기관	장학금	제출서류	제출일시	추천서도착	진행상태
민트세이지(주)	KAIST 디자인 장학금	장학금 신청서 자기소개서 학업계획서 추천서 재학증명서	2020. 1. 7.(목) 9:00 접수중	2020. 1. 8.(수) 10:00 나교수	합격

6. Scholarship Payment

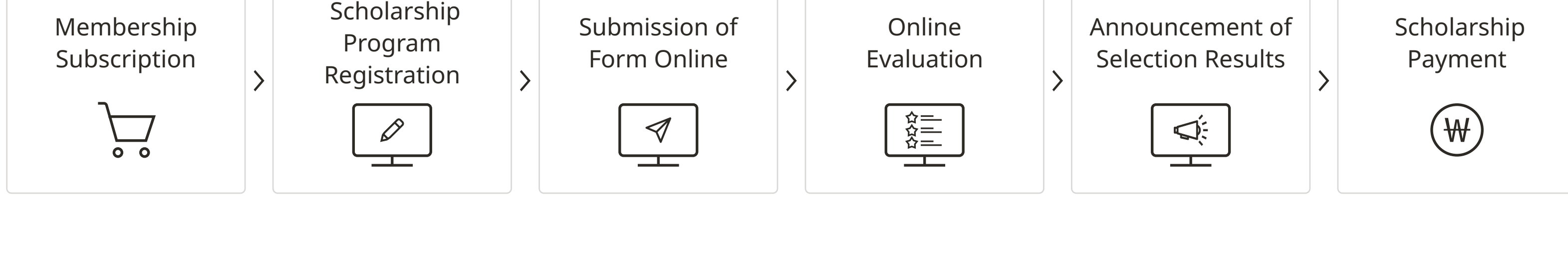
To ensure a **transparent selection process**, Scholarship Commons **discloses all schedules, from application to payment**, in the scholarship announcement post. You can check the expected date of scholarship payment in the announcement post, and the scholarship will be paid using the payment information submitted by the scholarship candidate.

접수 일정	
신청기간 ①	2020. 2. 3.(월) 10:00 - 2020. 2. 7.(금) 10:00
추천기간 ①	2020. 2. 10.(월) 10:00 - 2020. 2. 14.(금) 10:00
심사 및 선발 일정	
서류심사	2020. 2. 17.(월) 10:00 - 2020. 2. 21.(금) 10:00
선발자 발표	2020. 2. 24.(월) 10:00
선발자 서류 제출	2020. 2. 24.(월) 10:00 - 2020. 2. 26.(수) 10:00
장학금 지급	2020. 2. 28.(금)

How to Use: For Scholarship Operating Agency

“From posting scholarship announcement to checking selection results in one place.”

Scholarship Commons for scholarship operating agency members operates the entire selection process, which covers from making scholarship announcement post to evaluating scholarship applicants.



1. Membership Subscription

Scholarship Commons offers a **variety of memberships** depending on the type of the scholarship operating agency (for-profit organization, non-profit organization, individual etc.). Memberships for operating agencies include **standard**, **basic** (flat-rate), **premium**, **partner**, and tailor-made **custom** memberships. Select your desired membership and contact Scholarship Commons to subscribe.



2. Scholarship Program Registration

An operating agency can **register and manage its scholarship programs online** on the Scholarship Commons platform. After logging into the website using the institution's account, click the [Program Registration] button at the top of the screen to **start scholarship program registration**. Please enter your scholarship programs online.

In step 1, please provide the **basic information of the scholarship program**. A **customized registration system** will be provided in accordance with the provided details.

In step 2, please **fill out the scholarship announcement post online**.

You can **temporarily pause the process** by clicking the [Exit] button at the bottom of the screen at any time, and resume the process by clicking the [Scholarships in Progress] menu.

In step 3, please **create the scholarship application form and evaluation form online**. A scholarship application form is **automatically created** based on the information entered in the previous step. Please complete the scholarship application form by adding or removing required items.

In the final step, please **review the details and finalize the registration**. You can check the final document by clicking the [Preview] button, and edit the information by clicking [Go to 1-3 Step] button.

Submitted scholarship applications **will be reviewed and posted**. The scholarship announcement posted online is open to all users. Posted scholarship can be found on the website of the operating agency and in the scholarship search results.

3. Submission of Form Online

Scholarship Commons provides a service that allows the operating agency to **receive the scholarship application form online**, without having to receive it by mail. When the application period begins, click the [Operating Agency's Home] > [Scholarship Management] > **[Application Details]** button in order to check the application status in real time.

4. Online Evaluation

Scholarship Commons enables the **appointment of an evaluator and checking of results online**. Before the evaluation process begins, appoint an evaluator by clicking the [Operating Agency's Home] > [Scholarship Management] > **[Evaluator Management]** menus in order.

4. Online Evaluation

Scholarship Commons enables the **appointment of an evaluator and checking of results online**. Before the evaluation process begins, appoint an evaluator by clicking the [Operating Agency's Home] > [Scholarship Management] > **[Evaluator Management]** menus in order.

Note: When appointing an evaluator, please search for and add the evaluator, and then click the [Appoint Selected Evaluator] button to complete the appointment.

When the evaluation period starts, the **evaluator submits the evaluation assessment result** after evaluating the application. The operating agency can check the details of the evaluation provided by the evaluator by clicking the [Operating Agency's Home] > [Scholarship Management] > **[Evaluation Details]** menus in order.

Upon completion of evaluation, you can **check the evaluation results online** and **select a scholarship candidate**. Please select a number of final candidates to match the planned number of candidates, and click the **[Select as Scholarship Candidate]** button to complete the selection of scholarship candidates.

5. Announcement of Selection Results

Scholarship Commons automatically **informs all applicants of the scholarship selection results**, without having to contact students separately. A part of the scholarship application details accessible only by the applying students is shown below, and applicants can check the scholarship selection results via email and on the website on the scheduled announcement date.

6. Scholarship Payment

Please **award the scholarship money directly to the selected scholarship recipients** on the scheduled award date. Scholarship payment information can be found by clicking the [Operating Agency's Home] > [Scholarship Management] > **[Selected Recipients]** menus in order.

Note: Students who do not submit additional documents, such as bank account number for scholarship payment, will be considered as giving up the status of scholarship recipients, and the scholarship will not be awarded.

6. Scholarship Payment

Please **award the scholarship money directly to the selected scholarship recipients** on the scheduled award date. Scholarship payment information can be found by clicking the [Operating Agency's Home] > [Scholarship Management] > **[Selected Recipients]** menus in order.

Note: Students who do not submit additional documents, such as bank account number for scholarship payment, will be considered as giving up the status of scholarship recipients, and the scholarship will not be awarded.

from receiving an evaluation request to submitting the evaluation result.



2. Submission of Evaluation Assessment Result

3. Check Evaluation Results

***은행**

은행 선택	☞ 정보 불러오기
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***계좌번호**

계좌번호 입력(숫자만)

***예금주**

예금주명 입력

***주민등록번호**

주민등록번호 입력(숫자만)	-	
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☐ 위 정보의 제공 및 사용에 동의합니다. (필수)

How to Use: For Recommender

“From the request for a recommendation to the submission of the recommendation letter – all in one place.”

The recommender, as a member, can perform the entire process of receiving a request for a recommendation letter from a scholarship candidate and submitting the recommendation letter on the Scholarship Commons website.



1. Recommendation Request

The recommender can **receive the request for recommendation letter from a student online** using the Scholarship Commons platform. Requests for a recommendation letter can be checked via email and in the [Requested Recommendations] menu, which is always displayed at the top of the website.

SCHOLARSHIP COMMONS

요청받은 추천

알림

추천인 메뉴

요청받은 추천

학생	운영기관	장학금	추천요청일시	제출기간	추천서제출
김장학 <div>학생정보 보기</div>	민트세이지(주)	KAIST 디자인 장학금	2020. 1. 9.(목) 15:51	2020. 1. 13.(월) 10:00 - 2020. 1. 17.(금) 10:00	<div>제출하기</div>

2. Recommendation Letter Submission

Instead of delivering a written recommendation letter to the student, the recommender can prepare and **directly deliver the recommendation letter online** via the Scholarship Commons platform. Click the [Submit] button in the [Requested Recommendations] menu to start the recommendation process.

SCHOLARSHIP COMMONS

요청받은 추천

알림

추천인 메뉴

요청받은 추천

학생	운영기관	장학금	추천요청일시	제출기간	추천서제출
김장학 <div>학생정보 보기</div>	민트세이지(주)	KAIST 디자인 장학금	2020. 1. 9.(목) 15:51	2020. 1. 13.(월) 10:00 - 2020. 1. 17.(금) 10:00	<div>제출하기</div>

Upon submitting the recommendation letter, **verification on the eligibility of the recommender** is conducted. Any person who has a relationship with the person to be recommended, as a family member, relative, friend, etc., or any person who has been appointed as an evaluator for the scholarship applied for by the recommended person, is not eligible to be a recommender.

1/4단계

단계 1. 이해충돌 확인

추천인으로 참여하기 위해서는 추천하는 학생 및 장학금과 사적 이해관계가 없어야 합니다.
아래의 질문에 답해주세요.

추천하는 학생과의 이해충돌 확인

추천하는 학생

김장학

추천하는 학생과의 관계

추천인 본인은 추천하는 학생과 가족, 친족, 친구 등 사적 이해관계가 있습니까?

예

아니오

In the next step, enter your **personal information** as a recommender, and check the **recommendation instructions**.

1/3단계

단계 2. 추천인 인적사항 및 유의사항 확인

본인의 인적사항을 모두 입력하고, 유의사항을 확인해 주세요.

추천인 인적사항 입력

성명

나추천

소속기관

소속기관명

안내

이메일주소는 가입 시 입력한 정보로 수정할 수

In the next step, please **fill out the recommendation letter** according to the specified form **online**.

The recommender can **temporarily pause the process** at any time by clicking the [Exit] button at the bottom of the screen, and resume the preparation of the recommendation letter by clicking the [Recommendation Letters in Progress] menu.

3/4단계

단계 3. 추천서 작성

아래의 양식에 맞게 추천서를 작성한 후, 다음 단계에서 제출해 주세요.

KAIST 디자인 장학금 추천서

피추천인: 김장학

피추천인의 프로그래밍 실력을 평가해 주시기 바랍니다.

내용 입력

Upon completing all recommendation letters, please submit them in the last step after **verifying your identity** to **prevent fraudulent recommendation**.

본인인증이 완료되었습니다. 추천서를 최종 제출해 주세요.

나가기

이전으로

저장하기

최종제출

The submitted content can be found in the [Recommendation details] menu. You can **manage the scholarship candidate recommendation details online**.

추천 내역

학생	운영기관	장학금	제출일시	추천서	선발결과
김장학 <div>학생정보 보기</div>	민트세이지(주)	KAIST 디자인 장학금	2020. 1. 15.(수) 17:09	<div></div>	결과발표전

3. Checking Recommendation Results

On the Scholarship Commons website, a recommender can not only submit the recommendation letter, but can also **check whether the recommended person is selected as a scholarship candidate**. You can compare your own recommendation results with the selection results.

추천 내역

학생	운영기관	장학금	제출일시	추천서	선발결과
김장학 <div>학생정보 보기</div>	민트세이지(주)	KAIST 디자인 장학금	2020. 1. 15.(수) 17:09	<div></div>	합격

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