



2018-19 Kaiser Permanente African-American Professional Association

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Who is eligible to apply?

KPAAPA provides scholarships to students who demonstrate academic achievement, commitment to community service, and leadership potential. Applicants **must** be a permanent resident and **attend high school or college in Northern California**. You may be required to show proof (e.g., high school transcript) that you are a Northern California resident. Out of State resident students are ineligible to apply. Applicants must attend an accredited college or university in the fall of 2018. **Exception: If you are attending a HBCU it does not have to be in Northern California.**

When is the application deadline?

April 18, 2018



When is the recommendation deadline?

April 25, 2018

Should I submit all of my information before I request a recommendation?

No. You should request a recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline.

What is the Program timeline?

- Application Opens: March 1, 2018
- Application Deadline: April 18, 2018
- Recommendation Deadline: April 25, 2018
- Scholarship Recipients Notified: June 2018
- Scholarship Checks Issued: August 2018

What are the selection criteria?

Scholarship recipients are selected on the basis of demonstrated leadership and participation in school and community activities, honors, work experience, an essay question, unusual personal or family circumstances, and two outside recommendations.

Selection of recipients is made by Kaiser Permanente. All applicants agree to accept the decision as final.

What are the details of the award?

- **KPAAPA Thrive Scholarship - \$2,500.00**
 - This scholarship is awarded to a high school student with a **2.5 GPA** or higher who has an interest in healthcare (clinical or non-clinical) and whose parent is a KP employee.
- **KPAAPA Healthcare Scholarships - \$4,000**
 - **Two** scholarships will be awarded in this category to 2018 graduating high school students who meet the following requirements:
 - ✓ Enrolling in or attending an accredited college or university in Northern CA in fall 2018;
 - ✓ Studying in the field of health care; and,
 - ✓ Have a 3.0 GPA or higher.
- **KPAAPA Nursing Student Scholarship (RN, NP) - \$4,000**
 - **Two** scholarships will be awarded in this category to students who reside in Northern CA and meet the following requirements:
 - ✓ Currently enrolled and have completed at least one year in an accredited Baccalaureate or Master's nursing degree program in Northern CA; and
 - ✓ Have a 3.0 GPA or higher; or a Passing status.
- **KPAAPA HBCU Healthcare Scholarships - \$4,000**
 - This scholarship is awarded to a 2018 graduating high school student with a **3.0 GPA** or higher whose major will be in healthcare (clinical or non-clinical) and, attending a Historically Black College or University (HBCU) in the fall.
- **The Permanente Medical Group Medical Student Scholarship - \$2,000**
 - This scholarship is awarded to a student who is entering or has completed his or her first year of medical school. If entering medical school, letter of acceptance is required.



- **Dr. Ellamae Simmons Medical Student Scholarship - \$4,000**
 - This scholarship is awarded to a current, full-time, medical school student in his or her second, third or fourth year of medical school on a full-time basis with a passing status, and who has demonstrated a desire to practice in underserved communities.

Is this scholarship renewable?

No

Which school should I list on the application if I have not made a final decision?

You should list your first choice on the application.

How do I change my college choice?

You may update your final school choice on the **My Profile** page at <https://aim.applyISTS.net>. If you are chosen to receive an award, it will be your responsibility to make sure your college is updated at least 30 days prior to the check issue date stated in the award notification so your check can be issued accordingly. This will not update any application or acceptance forms; however, all awards are issued based on the **My Profile** page.

How do I know if my application is complete?

Allow five to seven business days after uploading documents for your online status to update. You may monitor your status of your application on your home page at <https://aim.applyISTS.net>.

- **Started:** items are needed or are being processed. To see the items, click the grey or yellow 'Started' tile next to the application title. This will open another box listing all required items and the current status of each.
- **Complete:** all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).

- **Not Received:** the attachment has either not been received or has been rejected.
- **Not Started:** the form has not been requested or started.
- **Requested:** the form request has been created, but the form has not been started.
- **Processing:** the attachment has been received and is being reviewed.
- **Rejected:** the attachment was not accepted and has been rejected.
- **Accepted:** the attachment has been verified and accepted by ISTS.

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to submit it again?

There are two situations where your attachment might not upload:

- You upload a file with the same name as one that has already been accepted.
- You upload a file with the same name as one that is waiting to be processed.

Example: You upload your school transcript file and then try to upload the same file with the same name for your test scores requirement because your scores were on it. You simply need to rename the file in order to upload it again so that it may be processed as your test scores.

How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**)



How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop:
 - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
 - b. Mac Users: select "Compress '[folder name]'."
4. Your new .zip file will be located on your Desktop, ready to upload.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

What are the DOs and DON'Ts of uploading documents to my application?

DO:

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page at <https://aim.applyISTS.net> to verify your documents have been accepted.

DON'T:

- Upload a **Microsoft Word™** document (.doc, .docx) or any other format we don't accept.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.



Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered on time.

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** by June. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- Add donotreply@applyISTS.com and contactus@applyISTS.com to your email address book or “safe senders list” to ensure these important emails are not sent to your junk mail folder.
- **Do not ‘opt out’ of any email sent from donotreply@applyISTS.com or contactus@applyISTS.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third parties.

What are my responsibilities if I am chosen as a recipient?

You must enroll as a full-time undergraduate student in the fall of the year in which the scholarships are awarded, continue the entire academic year without interruption unless approved by scholarship sponsor, deliver your scholarship check(s) to the proper office at your institution, and notify ISTS should your check not arrive within 30 days of the issue date.

How and when are checks issued?

Checks will be issued in August to each recipient’s mailing address and made payable to the institution on the profile page.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also [click here](#) to consult IRS Publication 970 for further information.

Program Administration

To ensure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

My parent’s employment makes me eligible for this scholarship. Whose contact information should I include?

You, the applicant, must register with a personal email address. *Do not use a parent’s work email address.* Your **My Profile** page should reflect your legal name and contact information. If your parent’s information is needed, it will be specifically asked for on the application.

Questions

For additional information regarding the scholarship program [click here](#) or call toll free (855) 670-ISTS (4787). Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.

