Instructions for newly admitted incoming students

- You must have established a K-State email address
- Sign in to KSN at https://k-state.academicworks.com/ using your K-State eID and password.
- Click on the word “General Application”.

- Once all questions are answered, click on the submit button.
- The system may show you other applications for you to complete.

Complete detail instructions are provided below.

Instructions for continuing students

- Sign in to KSN at https://k-state.academicworks.com/ using your K-State eID and password.
- Start with your “General Application”.

- Once all questions are answered, click on the submit button.
- The system may show you other applications for you to complete.

Complete detail instructions are provided below.
K-State Scholarship Network (KSN) Student Instructions

KSN is an online application platform which streamlines the scholarship application and awarding process. By completing all sections of the KSN application, students will increase their opportunity to be matched with scholarship awards.

Sign in to KSN at https://k-state.academicworks.com/ using your K-State eID and password.
If it’s your first time signing in, you will be taken to the ‘opportunities’ page, so you will need to click ‘My Applications’ which will look like the page shown below. Once here, please choose the ‘General Application’.

“Submitted” means that the system has automatically pulled your current information from the University database. Please click on “General Application” and answer all questions that apply to you.

Complete the General Application with all requested information. Applications can be submitted or saved for completion later.
Anytime you see this notification, it means your attention is needed.

Note: If you are filling out the application for the first time, you will see instead of

**Update Your Application**
Conditional Applications
Conditional Applications will appear to qualified applicants upon saving or submitting the KSN General Application. This will also be shown as an item in the application progress bar. Conditional applications are triggered by a students’ college or major and will not necessarily appear for all students.

Note:
*Please only complete sections that are currently applicable to your major or situation (e.g.; complete the Agronomy section if you are an Agronomy major).
*Not all departments have additional questions to be answered by applicants.
The K-State Program Scholarships application
The K-State Program Scholarship application may appear to applicants as a result of answers to certain questions on the General Application. This will also be shown as an item in the application progress bar.

This is also called a conditional application
By completing the General Application along with any Conditional Applications and all information imported from your student record, you will be automatically matched to numerous scholarships. Additionally, your answers may cause the system to recommend additional opportunities that require more action on your part.

Other Recommended Opportunities
Under “Other Recommended Opportunities” you might see scholarship opportunities recommended to you after you have completed the General Application. These scholarships need additional action on your part to receive consideration. Select each scholarship to complete additional requirements.

*Other Recommended Opportunities does not mean you are solely being considered for the scholarships displayed. You will be automatically matched into other scholarships. The selection and awarding process will be done by the College or Department and if you were to be selected for a scholarship, you would then be notified by the College or Department.*

*Other Recommended Opportunities does not guarantee you will receive a scholarship however it increases your chances of receiving one that you may qualify for. If the “Other Recommended Opportunities” aren’t a fit, then simply leave them blank.

Under “actions”, if “Apply” is visible, then you must complete additional questions to be considered. You can then click “Apply” for any opportunities that you would like to apply for.

The “Deadline” column on the “Apply-to” opportunities indicates the deadline to complete the material in order to receive consideration.
**Applicant Record**: click on “Applicant Record” at the bottom of the General Application screen and review all information in your profile. The application record holds all data that is imported from KSIS. Please check this data for accuracy. If there are missing information or changes needed to be made to your record, please contact Admissions (for new students) and Registrar’s Office (for current students) directly.

Once you have completed and submitted all applications that are available, the “My Applications” tab appears like the example below.

*Completing an application does not guarantee that applicants will receive an award.*
**Frequently Asked Questions**

**Do I have to complete an application?**
You are not required to complete any applications to be considered for some scholarships. However, completing your KSN general application and any requested supplemental documentation will increase your consideration for awards.

**What happens after I complete the application?**
After completing the KSN General Application (and any Conditional Applications that you may be presented), you will be directed to the Recommended Opportunities where you will see any Apply-To opportunities for which the system determines that you may qualify.

You will be notified by your college or department whether you received an award.

**How do I know when I am done in the system?**
Once you complete the KSN General Application and any recommended applications, you will see that each of the applications on your dashboard shows a status of “Submitted”.
You can log out of the system knowing your information will be reviewed and forwarded to the proper review committee and department.
You can check back in the system regularly to see if any new scholarships were added or make any changes to your application up until the deadline date if applicable.

**Do I have to apply every year?**
It’s recommended that you update your scholarship application yearly or if any changes occur academically. We suggest updating your scholarship application frequently as new scholarships become available.
**K-State Scholarship Network Terminology**

KSN General Application: If this is your first time logging into the system for a scholarship cycle, you will be redirected to complete the general application. Save and submit your general application, you will be automatically matched to potential scholarship opportunities.

**Opportunities:** this is another term for scholarships.

**Conditional Application:** A Conditional Application will appear to qualified applicants, based on their college and/or major, upon the saving or submission of the KSN General Application.

**Recommended Opportunities:** After completing the KSN General Application (and if applicable any Conditional Applications the applicant may be presented), applicants will be directed to the Recommended Opportunities page where the applicant will see any Apply-To opportunities for which the system determines that they may be qualified for.

*Recommended Opportunities does not mean you are solely being considered for the scholarships displayed. You will be automatically matched into other scholarships. The selection and awarding process will be done by the College or Department and if you were to be selected for a scholarship, you would then be notified by the College or Department.*

*Recommended Opportunities does not guarantee you will receive a scholarship however it increases your chances of receiving one that you may qualify for. If the “Other Recommended Opportunities” aren’t a fit, then simply leave them blank.

**Applicant Record:** this is compiled of information imported from official university files. The record itself is not editable by the student, but it is recommended students review their individual “Applicant Records” to make sure all imported data is correct and up-to-date. Contact the Admission's Office if you are an incoming or prospective student or the Office of the Registrar if you are a current student in order to update or make changes to your “Applicant Record”.