NEW ONLINE SCHOLARSHIP APPLICATION PROCESS
FOR INCOMING FRESHMAN

Complete On-line Admissions Application

1. Submit your completed admissions form online at
   : https://www.bakersfieldcollege.edu/admissions/new-students

How to Sign In

1. Navigate your internet browser to https://kccd.academicworks.com/users/sign_in

2. Sign in using your Bakersfield College assigned email and password. This is the same
   information you use to register for classes.
How to Apply for Scholarships

1. Once signed in to your scholarship account, you may proceed with the following steps.

2. The first page you see should be titled “General Application.” Please read all of the instructions and fill out the form titled “Personal Information”. (Note: questions with an asterisk are required.)

3. When finished answering all questions and entering reference information click at the bottom of the page.
4. Your confirmation of submission is located on the upper left of the page. If you receive an error message, it was not submitted successfully. If it has a green arrow stating you can “Start Applying”, you may proceed! You may now click on the “recommended opportunities” link.

5. You should now see a list of scholarships recommended for you based on your answers to the General Application. If you would like to apply for a listed scholarship, click on the button located beside the scholarship.
6. If there are any additional supplemental questions, please answer them. When finished, click on [Submit] to submit your application.

7. Remember, the scholarship application is not considered complete until you email your request for Letters of Recommendation to two (2) faculty members/professors. You will need their names and email addresses to be able to submit the request to them.

**Verifying Submission of Recommendation Form**

To monitor the submission of Academic Scholarship Recommendation Forms requested, you may sign in to your account and select the “References” tab in the upper left corner of the page. This will show you the status of your submitted requests and the date it was submitted.

You will also have the option to “Resend” the Recommendation Form to your selected faculty member/professor. **You will want to be sure that the recommendation forms are submitted by the deadline date for consideration of the scholarship(s).**
How Will I Know if I Have Received a Scholarship?

If you are offered a scholarship, you will receive an email notifying you at the email address associated with your scholarship application account. You will also see “Offered” next to the scholarship that you applied for on the initial page of your scholarship application account.

WE WISH THE BEST OF LUCK TO ALL OF OUR SCHOLARSHIP APPLICANTS!