



# WCTEL SCHOLARSHIP INSTRUCTIONS

## CREATING AN ACCOUNT

- First, you will need to create an online account with NTCA (National Telecom Cooperatives Association). You can create your account by clicking here: [https://online.ntca.org/ntcassa/censsacustmast.insert\\_page](https://online.ntca.org/ntcassa/censsacustmast.insert_page)
- IMPORTANT NOTE:** You must choose West Carolina Tel as your employer so that the scholarship application is applied to the correct school. If you do not choose an employer your application will not go through. See below on how to choose West Carolina Tel on your account.

Employer Search (existing)

-or- Employer Name (add new)

To help find your Employer more easily, first search using only City and State. This will list all the Employers in the area. If the list is too long, search again using the first part of your Employer's name (e.g. Comp instead of Company X).

When you find your employer, click on the name and it will automatically fill in the Employer box back on the Add Employment page.

Company: West Carolina Tel City: Abbeville State: South Carolina Country: Select Country Search

Show 25 entries

Company Name	Street	City	State	Postal
West Carolina Telephone	229 hwy 28 s	Abbeville	SC	29620
West Carolina Telephone Coop	Highway 28 Bypass	Abbeville	SC	29620

Select either option

# **COMPLETING YOUR APPLICATION**

- To begin the application process, go to:  
[https://online.ntca.org/ntcassa/svywebapp.svy\\_display\\_page?p\\_survey\\_id=185](https://online.ntca.org/ntcassa/svywebapp.svy_display_page?p_survey_id=185)
  1. Login with the account info that you created.
  2. You can save your progress at any time and come back to the application later, HOWEVER uploaded documents will NOT be saved and must be REUPLOADED.

## **PART 1: PERSONAL INFORMATION**

- Fill out all required information.
  1. Name, Email Address, Mailing Address, Phone Number, Parents/Guardian name
  2. Name of High School, High School's Phone Number, GPA, SAT OR ACT Score
  3. Name of College/University/Technical School you plan to attend, Telephone Number of that School, Have you been accepted?, Intended Major or Area of Study

## **PART 2: EXPERIENCE/ACTIVITIES/AWARDS**

- Upload a document with your work/school/community/volunteer experience (.doc or .pdf files are fine)
  1. \*Please include all work experience, school activities, community and volunteer activities, and awards and honors
  2. Work Experience: List your work experience over the last four years, in chronological order, with your most recent job listed first.
    - i. Company
    - ii. Position/Job Description
    - iii. Employment dates
    - iv. Average hours worked per week
  3. School Activity: List all school activities in which you have participated in the last four years (i.e. athletics, student government, clubs, etc.)
    - i. Activity
    - ii. Years (1, 2, 3, 4)
    - iii. Average Hours per week
    - iv. Any additional comments
  4. Community and Volunteer Activities: List all nonpaid community activities in which you have participated in the last four years (i.e. volunteer efforts, church work).
    - i. Activity
    - ii. Years (1, 2, 3, 4)
    - iii. Average Hours per week
    - iv. Any additional comments
  5. Awards and Honors: List all awards and honors received in the last four years (including academic awards or honors).
    - i. Year awarded (ex. 2016, 2018)
    - ii. Award or Honor (i.e. Eagle Scout Badge, National Merit Scholar)
    - iii. Comments (describe the honor - why was it given)

## **PART 3: FAMILY NEED/HARDSHIPS**

- Include any additional information that the reviewing committee should know. Any Family need or hardships overcome, etc.

## **PART 4: ESSAY, RECOMMENDATIONS, TRANSCRIPTS**

- Upload Documents for the below items:
  1. Essay
    - i. 500-800 words on the question “What field or major do you intend to enter and how might it impact your rural community?”
  2. Educator’s Statement
    - i. Letter of recommendation from your high school teacher or guidance counselor.
  3. Community Letter of Recommendation
    - i. Letter of Recommendation from a local community leader other than an educator
    - ii. Ex. elected official, local business leader, minister, etc.
    - iii. West Carolina Tel personnel can NOT write letters of recommendation
  4. Transcripts
    - i. Seven semesters of your transcripts, including the most recent semester.
    - ii. Transcript does NOT have to be an official copy.