

## Application Guidelines & Instructions

Effective dates: July 1, 2021 – June 30, 2022

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## The LLS Scholarship for Blood Cancer Survivors

The LLS Scholarship for Blood Cancer Survivors provides students who were diagnosed with a blood cancer at age 25 or younger with up to \$7,500 of tuition assistance to be used within one academic year. The scholarship amount awarded to a student will be limited to the cost of tuition for the 2022-2023 academic year for their chosen educational institution.

**If an applicant has questions regarding the scholarship that are not covered in this document, please email [scholarship@LLS.org](mailto:scholarship@LLS.org).**

### Important Dates

Phase	Date
Begin accepting applications <i>(Limited to first 300 applications)</i>	July 15, 2021 at 1 PM EST
Deadline for completed application	September 30, 2021 at 3 PM EST
Notification of decision	April 1, 2022

**Please note that that the application deadline time is Eastern Standard Time (EST). The system will automatically close at the submission deadline.**

### Eligibility Criteria

Applicants must meet the following criteria to be eligible to apply for this scholarship. Applicants cannot be a relative of an LLS staff member or LLS Board member.

## Blood Cancer Diagnosis

Applicants must have been diagnosed with a blood cancer at age 25 or younger but may apply at any age. Applicants must submit a LLS Diagnosis Verification Form signed by a health care provider that verifies the applicant's blood cancer diagnosis and date of diagnosis.

## Citizenship/Residency

Applicants must be a U.S. citizen or a permanent resident of the U.S. or U.S. territories.

## Enrollment

Applicants must be enrolled or preparing to enroll in one of the following U.S. based educational institutions:

- a two-year or four-year college or university
- a vocational, professional, or trade school
- an online or virtual educational institution

Applicants can be full-time or part-time students. The scholarship cannot be used towards graduate level programs.

## Submission Portal

All applicants will need to create an account in the [LLS Scholarship Portal](https://webportalapp.com/sp/login/llsscholarship) <https://webportalapp.com/sp/login/llsscholarship>. To create an account:

1. Go to the [LLS Scholarship Portal](https://webportalapp.com/sp/login/llsscholarship).
2. Click "Sign up" under "Need an Account?"
3. Enter your email address and create a password. Click "Sign up."
4. Click "Create a Profile to Get Started."
5. Complete the Applicant Information form.  
*Any information collected on this form is for internal purposes only. It does not impact the application review process.*
6. Once the form is complete, click "Create Profile."

## Eligibility Submission Instructions

After creating an account and completing the Applicant Information Form, applicants will be able to begin the application process. The first step will be submitting an Eligibility Form. To submit an Eligibility Form:

1. Log in to the [LLS Scholarship Portal](https://webportalapp.com/sp/login/llsscholarship).
2. Click "Get Started."
3. Click "Open" under "Eligibility Intake."
4. Complete the Eligibility Information Form.
  - a. Applicants will need to answer the questions on the web form and upload the LLS Diagnosis Verification Form.
5. Enter your name in the Applicant Digital Signature box and select the submission date.
6. Click "Mark Complete."
7. Click "Submit" next to "Eligibility Intake."

After submission, applicants will receive an email either granting a conditional eligibility approval or denying eligibility for not meeting one of the eligibility criteria. All conditional approvals are contingent on verification of the applicant's LLS Diagnosis Verification Form. If there are any issues with the information provided on the Diagnosis Verification Form, LLS staff will reach out to the applicant directly.

Applicants will be determined to be ineligible to apply if they do not meet either of the following criteria:

- Must have been diagnosed with a blood cancer at age 25 or younger.
- Must be a U.S. citizen or a permanent resident of the U.S. or U.S. territories.

If the applicant submits an eligibility form but does not receive this email and are unable to see the eligibility determination in the LLS Scholarship Portal within 24 hours, please email [scholarship@LLS.org](mailto:scholarship@LLS.org).

## Application Instructions

Eligible applicants will now be able to log in to the LLS Scholarship Portal to access the application. Click "Application Intake" after logging in. The application has two components: the Application and the Letters of Recommendation.

### Application

The application consists of four sections: an essay, a short answer, a list of activities, and a list of honors and awards. To complete the application:

1. Log in to the [LLS Scholarship Portal](#).
2. Click "Application Intake."
3. Click "Open" next to "Application."
4. **Essay:** Upload your essay.
5. **Short Answer:** Select one question to answer from the dropdown list. Enter your answer in the text box.
6. **List of Activities:** Select the number of activities (0 to 10) that will be included in the application. Enter each activity in the text boxes that appear.
7. **List of Honors and Awards:** Select the number of honors/awards (0 to 10) that will be included in the application. Enter each activity in the text boxes that appear.
8. Applicants will enter their name in the Applicant Digital Signature box and select the submission date.
9. Click "Mark Complete"

### Essay

Write an essay up to three-pages, double-spaced using either Times New Roman 12 pt. font or Arial 11 pt. font. The essay must address the following question: "How have you overcome challenges brought on by your blood cancer in order to attend college?"

### Short Answer

Respond to one of the following questions (200-word limit):

- Who is someone you admire and why?
- What is one thing we should know about you and why?

## Activities

Applicants can list up to ten activities they participate or have participated in. Activities can cover a wide range of experiences. Some examples of activities that an applicant might list are:

- Patient Advocacy
- Community involvement
- Tutoring
- Mentoring
- Sports, including keeping stats, providing food/drinks for players, etc.
- Fundraisers, including virtual
- House sitting
- Participation in activities while in the hospital (art classes with other patients, movies, etc.)
- Religious activities (youth groups, setting up meals, packing bags with food, driving people, etc.)
- Employment
- Club involvement – in or out of school
- Book club member
- Chores at home
- Volunteering
- Dog walking/sitting
- Baby sitting
- Yard work

## Honors/Awards

Applicants can list up to ten honors and/or awards they have received. Some examples of honors/awards that an applicant might list are:

- Honor Society membership (Nation Honor Society, subject-specific honor societies)
- Employee of the Month
- Any awards related to listed activities
- School honor roll
- Awards from social groups (Boy/Girl Scouts, 4-H, Rotary Club, etc.)
- Scholastic achievement awards
- Athletic achievement awards (all-league honors, sportsmanship awards, etc.)
- Elected to student government
- Volunteer awards

## Letters of Recommendation

Applicants are required to have two letters of recommendation submitted on their behalf. Letters of recommendation cannot be submitted by an applicant’s immediate family members but can come from a variety of sources: faculty, healthcare providers, community members, supervisors, colleagues, teachers, coaches, friends, etc. To request a letter of recommendation:

1. Log in to the [LLS Scholarship Portal](#).
2. Click “Application Intake.”
3. Click “Open” next to “Letter of Recommendation.”
4. Click “New Request.”
5. Enter the following information for the letter writer:
  - a. Full name
  - b. Email address
  - c. Their relationship to you
  - d. A note that will included in the email sent to the letter writer by the system
6. Click “Send.” This will generate an email to the person who will be writing the letter of recommendation with instructions on how to submit.
7. Repeat these steps to request your second letter of recommendation

After a letter of recommendation writer has submitted their letter of recommendation, “complete” will be displayed next to their name in the Letters of Recommendation section of the LLS Scholarship Portal. Submitted letters of recommendation are confidential and are not visible to the applicant.

If a letter of recommendation writer has not yet submitted their letter of recommendation, “sent” will be displayed next to their name in the portal. Applicants can send a reminder email to their letter writers by clicking “Remind” next to their name. Reminder emails are limited to once every 24 hours.

## Submission

Applicants can submit their application after completing the application section and requesting their letters of recommendation. To submit the application:

1. Log in to the [LLS Scholarship Portal](#).
2. Click “Application Intake.”
3. Click “Submit” next to “Application Intake.”

While applicants may submit their application before their letters of recommendation have been submitted, their letters of recommendations **MUST** be submitted by the deadline for completed applications (September 30, 2021 at 3 PM EST). If the letters of recommendation are not submitted by this deadline, the application will be considered incomplete.

**Unsubmitted or incomplete applications will not be considered for the scholarship.**

## Decision Notification

All applications submitted will undergo a review process to determine the scholarship awardees. Applicants will be notified of the status of their applications on April 1, 2022. Applicants who are selected for the scholarship will need to provide LLS with additional documents, including a letter of agreement and information about their chosen educational institution. LLS will also request a short bio and headshot to recognize the awardees, however the award is not contingent upon providing these.