



Scholarships

GIPSFUNDATION


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Your legacy. Their opportunity.
Kneale Administration Building
123 South Webb Road
Grand Island, NE 68803
(308) 385-5900 • gipsfoundation.org

How do I know if my reference is complete?

Each Online Scholarship Application requires two references.

Consider carefully whom you will ask to be your reference. It is important to ask someone first if they will be your reference. If they say yes, ask for their email address. **Once you enter their information on the “References and Signature” page, your reference will receive an email with a link to your online application reference form.** Once they complete the reference they will not be able to access your application again. The references must be complete before you may submit your application. Monitor closely the progress of your references. **It is your responsibility to ensure your references complete the form.** The status of your references will be displayed on the “References and Signature” page next to their email address.

Please remember that it is **your responsibility** to verify the email addresses of your references.

Academic Reference		
First Name	Last Name	Email Address(FAILED)(view)
<input type="text" value="Candi"/>	<input type="text" value="Wiemers"/>	<input type="text" value="cwiemers@whoops.org"/>
General Reference		
First Name	Last Name	Email Address(Completed)(view)
<input type="text" value="Kari"/>	<input type="text" value="HookerLeep"/>	<input type="text" value="khookerleep@gips.org"/>

Please continue to check the status of your references.

(Notified) - Indicates the reference has been sent a form link by email.

(Failed) - Indicates the reference email is incorrect and bounced. You must correct the email address.

Once the email address has been corrected and the page saved, a new email will be sent to the updated email address.

(Completed) - Indicates the reference has completed the form and submitted it as complete.

Questions? If you have questions about the status of your references you can contact the System Administrator at cwiemers@gips.org.