



Fall 2024

Cooke Campus Representative Portal

Training Document

Cooke Campus Representative Role



- Campus Representatives are faculty or staff willing to assist interested and eligible students with **navigating** the Undergraduate Transfer Scholarship application process.
- Cooke Foundation Staff collaborate with Campus Reps to facilitate **outreach** on their campuses and provide **additional support** regarding application completion.
- Scholarship recipient notifications are released to Campus Reps before applicants.
- Some campuses plan surprise celebrations to recognize their recipients.

Before We Begin

All Campus Reps must complete the [User Agreement Form](#) prior to accessing the portal:

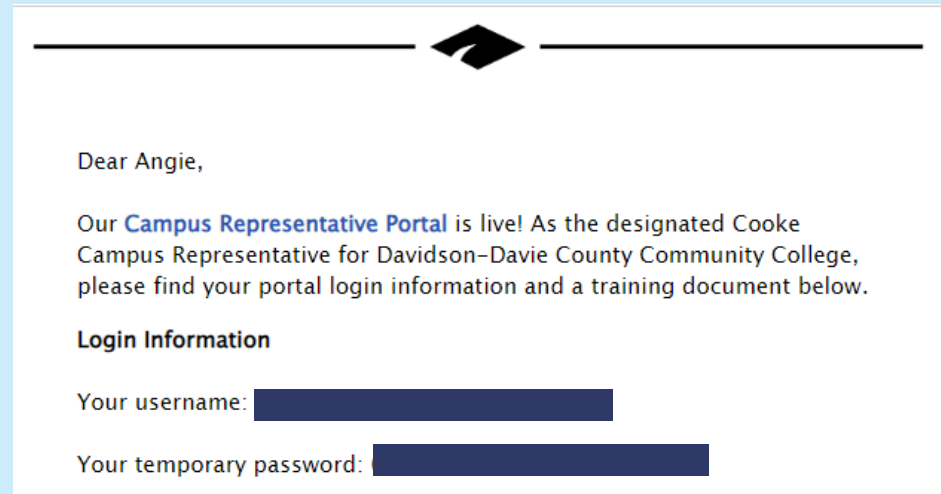
<https://apply.jkcf.org/register/externaluseragreement>

To protect student information, the portal is only available to those who are registered with the Foundation as a Campus Representative. Please [click here](#) to update your information.



Portal Login

- After submitting the User Agreement Form, you will receive an email with a link to the portal:



- **Username**: your email address
- **Password**: temporarily assigned to you, then you will create your personal password
- Please email scholarships@jkcf.org with any password issues

Portal Home Page

The Portal Home Page looks like this:

Welcome to the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Campus Rep Portal!

The 2025 application opens on October 3, 2024 and closes on January 9, 2025 at 11:59 pm EST.

Applications

Status	Round	Name	Email
Completed	2025 Undergraduate Transfer Scholarship	[REDACTED]	[REDACTED]

Application Round

All applicant rows should display the 2025 Undergraduate Transfer Scholarship, indicating they are applying for the application that is currently open.

Round
2025 Undergraduate Transfer Scholarship

The application opened on October 3, 2024 and will close on January 9, 2025.

Student Contact Information

- This portal provides the names and email addresses of applicants on your campus.

Name	Email

- You may copy email addresses from the portal and paste in Excel sheets to send bulk emails to your students. You may also connect individually.
- Please be aware students may have used a personal email address rather than a school-provided email address to create their Common App for Transfer account.

Application Status

There are three possible application statuses you might see for your students' applications:

Awaiting Decision: student has submitted Common App for Transfer, two recommendation letters, resume, and transcript. This is a complete application.

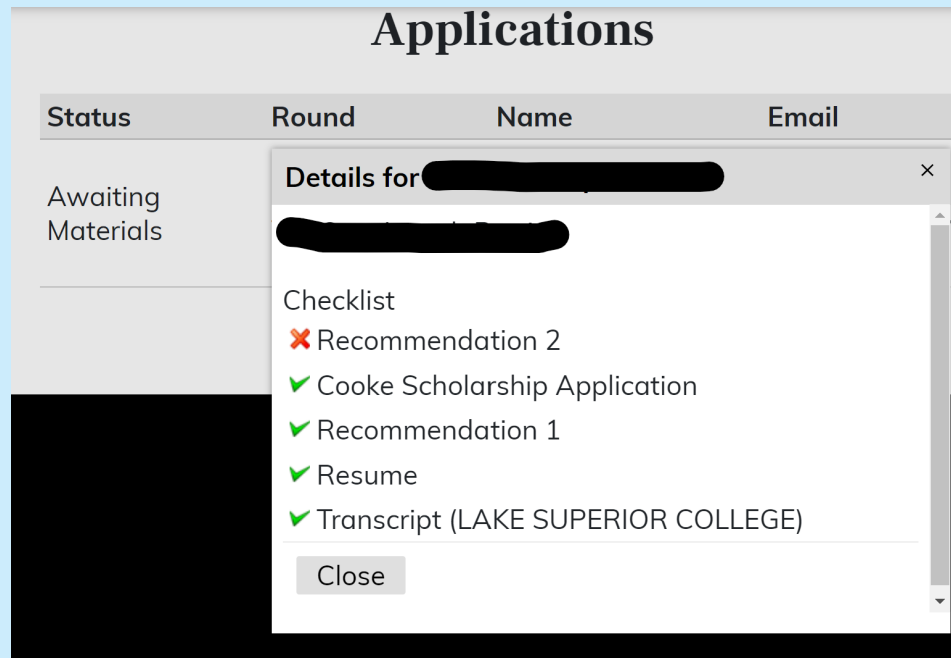
Awaiting Materials: student has submitted Common App for Transfer but is missing supplemental materials (rec letters, resume, and/or transcript).

Awaiting Submission: student has not submitted Common App for Transfer.

Status
Awaiting Decision
Awaiting Submission
Awaiting Submission
Awaiting Submission
Awaiting Submission
Awaiting Submission
Awaiting Submission

Checklist Pop-ups

You can click on each application in the home page to view a checklist specific to that student's application.



The screenshot shows a web interface titled "Applications" with a table. The table has four columns: Status, Round, Name, and Email. One row is visible with the status "Awaiting Materials". A pop-up window titled "Details for [redacted]" is open over this row. The pop-up contains a checklist with the following items:

- ✗ Recommendation 2
- ✓ Cooke Scholarship Application
- ✓ Recommendation 1
- ✓ Resume
- ✓ Transcript (LAKE SUPERIOR COLLEGE)

A "Close" button is located at the bottom of the pop-up.

Troubleshooting



If you know a student who intends to apply but their name is not listed in your portal, check with them about the following:

- Have they added the Jack Kent Cooke Foundation program to their Common App for Transfer?
- Have they included a different campus in their coursework information? It is possible they are listed under that college's portal and not yours.

Contact Zach at zcampion@jkcf.org if needed.

Other Resources and Support

For Questions about the
Scholarship and Eligibility:

www.jkcf.org/transfer

scholarships@jkcf.org

For Questions about the
Common App for Transfer:

https://help.liaisonedu.com/The_Common_App_Help_Center

thecommonapplication@liaisoncas.com

Response time: 1-2 business days, 3 days during busiest times

Key Dates

Application opens:

October 3, 2024

Application closes:

January 9, 2025

Semifinalists announced:

March 2025

Recipients announced:

April 2025



A group of 14 people, including men and women of various ages, are standing on a stage. Many of them have their arms raised in the air, suggesting a celebratory or appreciative gesture. They are dressed in a variety of styles, from casual t-shirts and jeans to more formal blouses and dresses. One woman on the right is wearing a shiny, metallic gold dress. In the foreground, a large black floor monitor or speaker is visible. The background is a plain, light-colored wall. The overall atmosphere is one of joy and gratitude.

THANK YOU!