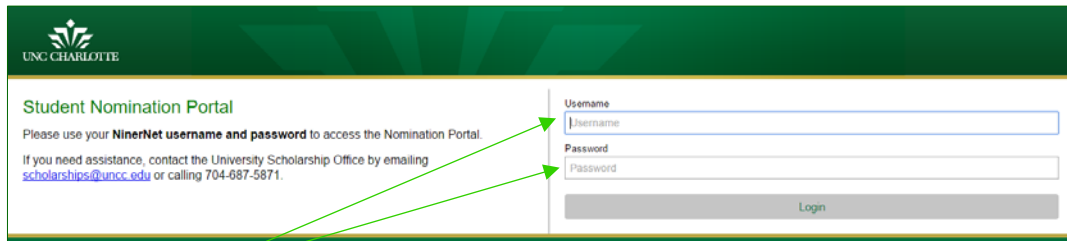


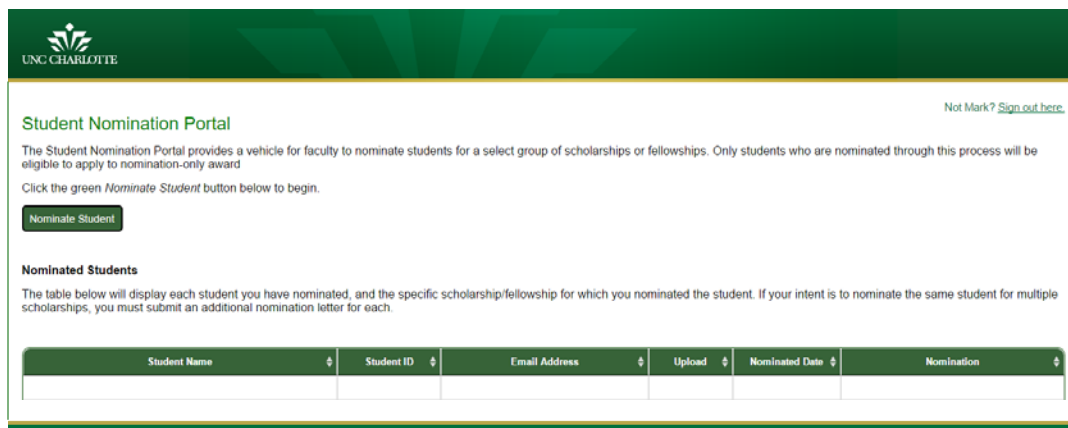
Student Nomination Portal

Graduate Program Directors who would like to nominate a student for the *Herschel and Cornelia Everett Foundation First-Year Doctoral Fellowship*, *Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship*, or the *Wayland H. Cato, Jr. First-Year Graduate Fellowship* should follow the instructions below. If you have questions or need technical assistance, contact the University Scholarship Office at 704-687-5871 or by emailing scholarships@uncc.edu.

1. Login to the Student Nomination Portal using your NinerNET credentials at the following URL:
<https://NinerScholars.uncc.edu/Nominate>



2. Once you've logged into the Student Nomination Portal, click the green *Nominate Student* button.



Student Name	Student ID	Email Address	Upload	Nominated Date	Nomination

3. Use the drop-down menu to select the scholarship/fellowship for which you'd like to nominate a student.
4. Confirm that your name and 800 # appear under the *Faculty/Staff/Administrator Nomination* section.
5. Enter the required student information in the fields below *Student Nominee*.
6. Use the *Choose File* button to locate and upload your Letter of Nomination for this student.
7. Click the *Submit Nomination* button to upload your nomination to the student's scholarship profile.

Student Nomination Form

To nominate a student for a scholarship or fellowship, please complete the following steps. Use the green *Return to List* button at the bottom of the screen to view the list of students for whom you have already completed a nomination.

1. Use the drop-down menu to select the scholarship or fellowship for which you'd like to nominate a student.
2. Enter the name and 800# of the student nominee.
3. Click the *Choose File* button to locate the nomination letter you would like to submit on this student's behalf, then click the *Submit Nomination* button.
4. Finally, click the green *Submit Nomination* button to upload your nomination letter to the student's scholarship profile. Nomination letters will remain confidential and are only accessible to the selection committee.

Student Nominee

Nomination Letter

No file chosen

8. You will be returned to the initial screen of the Nomination Portal. Under the *Nominated Students* section, you should see details for all students you have successfully nominated.

Student Nomination Portal

The Student Nomination Portal provides a vehicle for faculty to nominate students for a select group of scholarships or fellowships. Only students who are nominated through this process will be eligible to apply to nomination-only award.

Click the green *Nominate Student* button below to begin.

Nominated Students

The table below will display each student you have nominated, and the specific scholarship/fellowship for which you nominated the student. If your intent is to nominate the same student for multiple scholarships, you must submit an additional nomination letter for each.

Student Name	Student ID	Email Address	Upload	Nominated Date	Nomination

Nominated students will receive an email to their UNC Charlotte account notifying them that they have been nominated for a scholarship/ fellowship, and instructing them to login to the NinerScholars Portal to view and apply for the scholarship/fellowship.

- There is no limit on the number of students you may nominate for any scholarship/fellowship.
- You must complete the process detailed above for *each student* you wish to nominate.
- If you have questions or need technical assistance, contact the University Scholarship Office at 704-687-5871 or by emailing scholarships@uncc.edu.