



## Public Service Announcement

For Immediate Release: Sept. 25, 2019

### ONNSFA's Online Application for the 2020 Winter/Spring Term Opens

The Office of Navajo Nation Scholarship & Financial Assistance's online application for the 2020 Winter/Spring term is now open for new applicants at [www.onnsfa.org](http://www.onnsfa.org). The deadline to apply and submit required documents is Nov. 25, 2019.

Students, who have already submitted an application for the entire 2019-2020 academic year, do not have to submit another application for the Winter/Spring 2020 term if they are continuing at the same school. Ensure that all required documents are submitted by the deadline.

#### Required Documents:

1. **Application** — A completed application for the Winter/Spring 2020 term must be submitted by Nov. 25, 2019. The online application may be found here: [www.onnsfa.org](http://www.onnsfa.org).
2. **Certificate of Indian Blood** — New applicants must submit an official Certificate of Indian Blood (CIB) to an agency office by mail or by hand delivery. Continuing applicants are not required to submit another official CIB if there is already one on file, unless there is a legal name change. A form to request that the Office of Vital Records forward your official CIB to the ONNSFA may be found at <https://onnsfa.org/forms>.
3. **Official Transcripts** — Sealed and unopened official high school transcripts, GED scores and official transcripts of all colleges attended must be mailed or hand delivered to an agency office. The ONNSFA accepts electronic transcripts provided by your school's authorized delivery agent.
4. **Financial Need Analysis** — Students planning to enroll full-time should submit a signed Financial Need Analysis form to their school's financial aid office. The FNA form may be found at <https://onnsfa.org/forms>. A Financial Aid Officer will complete the document based upon information provided on the [FAFSA](#) and return it to the ONNSFA.

NOTE: Some schools require students to sign additional documentation before processing an FNA. Check with your school so that processing of the FNA is not delayed.

5. **Letter of Admission** — A Letter of Admission or Re-Admission from the institution the applicant will attend is required. The institution must be [accredited](#) by one of six regional accrediting associations recognized by the ONNSFA. (A list may be found on page 5 of [ONNSFA's Policies and Procedures](#)).

Graduate applicants must submit two letters of indicating full admission status including one from the graduate college and another from the graduate degree program. A document verifying a student's enrollment is required from students, who have already submitted a Letter of Admission but have not been funded for at least one term.

6. **Graduation Degree Checklist** — All college juniors, seniors and graduate applicants must submit a list of all courses required to complete the degree being pursued. The checklist must include an "expected" graduation date and have an advisor's signature.
7. **Class Schedule** — A current class schedule must be submitted to the ONNSFA.

Applicants may upload the following documents in .pdf format to their student account in the Student Portal: Letter of Admission, Graduation Degree Checklist and Class Schedule. All other documents must be mailed or hand-carried to an agency office.

#### **To Apply:**

1. Go to [www.onnsfa.org](http://www.onnsfa.org)
2. Click on "[Apply Online.](#)"
3. Choose [Full-Time](#) or [Part-Time](#) Application.

NOTE: Ensure entries are accurate and submit the application ONCE to avoid filing multiple applications. Submitting inaccurate information or multiple online applications will delay processing time.

#### **To Create a Student Account:**

1. Access the Student Portal at [www.onnsfa.org](http://www.onnsfa.org)
2. Click on "[Create an Account](#)"
3. Set up an account with a desired user name and password.

First-time applicants: Wait one to two business days after submitting an application to create a student account to allow time for processing.

#### **To Check Your Application Status:**

Access the Student Portal at [www.onnsfa.org](http://www.onnsfa.org)  
Click on "[Check My Document Status](#)"  
Enter your user name and password.

Access your student account for a list of received/outstanding documents and retrieve award or denial notices when ONNSFA counselors render a decision on your application. Documents submitted to ONNSFA will be posted to student accounts within two to three business days.

**For information contact your agency office:**

**Chinle Agency Office**

**email:** onnsfachinle@navajo-nsn.gov  
1-800-919-9269

**Crownpoint Agency Office**

**email:** onnsfacrownpointnm@navajo-nsn.gov  
1-866-254-9913

**Ft. Defiance Agency Office**

**email:** onnsfacentral@navajo-nsn.gov  
1-800-243-2956

**Shiprock Agency Office**

**email:** onnsfashiprock@navajo-nsn.gov  
1-866-223-6457

**Tuba City Agency Office**

**email:** onnsfatubacity@navajo-nsn.gov  
1-866- 839-8151