



Part-Time Applicant Checklist

- ___ **1.) APPLICATION (APP)** – Complete the Part-Time ONNSFA Application online at <https://onnsfa.org>.
- ___ **2.) CERTIFICATE OF INDIAN BLOOD (CIB)** – An official CIB with a seal verifying legal Navajo Nation enrollment is required for all first-time applicants. Continuing ONNSFA students are not required to resubmit a CIB unless there is a legal name change.
- ___ **3.) TRANSCRIPT(s) (TRX)** – Official college and high school transcripts and/or GED scores. First-year applicants must submit an official, final high school transcript or GED score with the graduation date noted. Continuing recipients must submit an official college transcript after each semester. Additional official transcripts are required from ALL previous colleges attended.
- ___ **4.) LETTER OF ADMISSION (LOA)** – Applicants must submit a Letter of Admission from a postsecondary institution accredited by one of six regional accrediting associations recognized by the Navajo Nation. **Graduate applicants must submit an admission letter from the graduate admission office indicating acceptance into the graduate degree program, listing degree and major.** Enrollment verification is required from students who may have already submitted a Letter of Admission but who have not been funded for at least one term. Students who have not attended school for two consecutive semesters must submit a re-admission letter from their respective institution.
- ___ **5.) GRADUATION/DEGREE CHECKLIST** – The graduation/degree checklist is an academic guide or worksheet the school provides, ensuring students take the correct courses to fulfill graduation requirements for their degree and major. Submit a graduation/degree checklist, which includes the student's name, institution, degree/major, and a list of all necessary courses. All courses students enroll in must be listed on the submitted graduation/degree checklist.
- ___ **6.) COURSE REGISTRATION** – Part-time applicants must submit a current Class Schedule/Registration for the term applying. The courses must correspond with the graduation/degree checklist for funding eligibility.

General Eligibility

- > All applicants must be admitted to a post-secondary institution accredited by one of six regional accrediting associations as recognized by the Navajo Nation:
 - MSA**-Middle States Association of Colleges and Schools **NWCCU**-Northwest Commission on Colleges/Universities
 - HLC**- Higher Learning Commission **SACS**-Southern Association of Colleges and Schools
 - NEASC**-New England Association of Schools and Colleges **WASC**-Western Association of Schools and Colleges
- > The appropriate accrediting association for highly specialized majors including, but not limited to, the National Architectural Accrediting Board for schools of architecture.
- > Vocational Institutions chartered by the Navajo Nation.

Application Deadlines

Academic Year (Includes Fall/Winter/Spring Terms)	June 25
Winter/Spring Terms	November 25

Send documents to your Agency Office:

___ ONNSFA Chinle Agency Office PO Box 2358; Chinle, AZ 86503	1-800-919-9269	onnsfachinle@navajo-nsn.gov fax 928-674-2331
___ ONNSFA Crownpoint Agency Office PO Box 1080; Crownpoint, NM 87313	1-866-254-9913	onnsfacrownpointnm@navajo-nsn.gov fax 505-786-2178
___ ONNSFA Ft. Defiance Agency Office PO Box 1870; Window Rock, AZ 86515	1-800-243-2956	onnsfacentral@navajo-nsn.gov fax 928-871-6561
___ ONNSFA Shiprock Agency Office PO Box 1349; Shiprock, NM 87420	1-866-223-6457	onnsfashiprock@navajo-nsn.gov fax 505-368-1338
___ ONNSFA Tuba City Agency Office PO Box 370; Tuba City, AZ 86045	1-866-839-8151	onnsfatubacity@navajo-nsn.gov fax 928-283-3215

All ONNSFA documents and forms may be found at <https://onnsfa.org>



ONLINE SERVICES

<https://onnsfa.org>

Deadlines

Submit your online application and all required documents by the following deadlines:

Fall/Academic Year – June 25

Winter/Spring – November 25

Applying Online

The Office of Navajo Nation Scholarship & Financial Assistance opens its online application twice a year:

- **March 15** for the Fall and academic year, closing on June 25.
- **September 25** for the Winter/Spring term, closing on November 25.

The online application is accessible within the Student Portal at www.onnsfa.org and may be filled out in minutes.



To apply:

Go to <https://onnsfa.org>

1. Click on "Apply here."
2. Click on the Full-Time or Part-Time Application.
3. Fill out the entire form including your Social Security Number, Census Number and the Navajo Nation Chapter you are affiliated with.
4. Carefully review the information you entered.
5. Submit the application ONCE to avoid filing multiple applications.

Submitting inaccurate information or multiple online applications will delay processing time.

ONNSFA Student Portal

1. Apply here
2. Create an account Four to five-business days after submitting an application.
3. Check my document status

Applicants Last Name	First
Maiden Name	
SSN	
Date of Birth (mm/dd/yyyy)	
Are you a Veteran?	Handicapped / Disabled?
Phone Home	Phone Mobile
Address Current Mailing Address	
Line 1	
Line 2	
City	
State	
Zip	
Country United States	
E-Mail Address	
Census No	
Marital Status	
Gender	
No. of Dependent(s)	
Navajo Chapter Affiliation	
High School Code	
Graduation Date (MM/YYYY)	
College/University You will Attend: Home schl	
of Degree you will earn while attending college	

Creating Your Student Account

First-time applicants: Wait 4 to 5 business days after submitting an application to create a student account to allow time for processing.

1. Access the Student Portal at www.onnsfa.org
2. Click on "Create an Account"
3. Enter your Last Name, Social Security Number and Date of Birth.
4. Choose a desired user name and password.
5. Submit your information.

Create an Account

Please enter your information to create a User Account:

Fields are required. Password must be at least 6 characters long. Advisable to use a combination of letters, numbers, and case to define your password.

Last Name:

Student ID/SSN: (9999999999)

Date of Birth: (mm/dd/yyyy)

Username:

Access your student account 24/7 for a list of received or outstanding documents. Award letters or denial notices may also be retrieved here. Documents submitted to ONNSFA will be posted to student accounts within four to five business days.

Checking Your Document Status

1. Access the Student Portal at <https://onnsfa.org>
2. Click on "Check My Document Status"
3. Enter your user name and password.

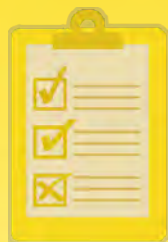
Forgotten Passwords

1. Access the Student Portal at www.onnsfa.org
2. Select the "Forgotten Password" tab.
3. Enter your email address, ONNSFA ID number or DOB and submit.
4. Instructions to reset your password will be sent to your email address. You must reset your password within one hour.

APPLICATION PROCESS

1 PREPARE

Before you apply, gather your paperwork for cross-referencing.



- University/Institution you will attend.
- Social Security Number
- Census Number
- Chapter Affiliation

2 APPLY ONLINE

Go to <https://onnsfa.org> to fill out and submit your application.



Deadlines:
Fall - June 25
Spring - Nov. 25

3 CREATE AN ACCOUNT

After submitting your application, wait 4-5 business days to “**create an account**,” and gain access to your ONNSFA Student Account.



Create your own username and password to log in.

4 CHECK YOUR DOCUMENTS

Log in to your ONNSFA Student Account to view your missing documents page.



Checklists and forms may be found on <https://onnsfa.org> under the “Documents” tab.

5 REVIEW

Log in regularly to check your document status.

Submit corrections to documents marked with problems.



A letter will be generated online once an award or denial decision is made.

CONTACT US

Chinle Agency Office

1-800-919-9269 | onnsfachinle@navajo-nsn.gov

Crownpoint Agency Office

1-866-254-9913 | onnsfacrownpointnm@navajo-nsn.gov

Ft. Defiance Agency Office

1-800-243-2956 | onnsfacentral@navajo-nsn.gov

Shiprock Agency Office

1-866-223-6457 | onnsfashiprock@navajo-nsn.gov

Tuba City Agency Office

1-866-839-8151 | onnsfatubacity@navajo-nsn.gov