



Part-Time Applicant Checklist

- ___ **1.) APPLICATION (APP)** – Complete Part-Time ONNSFA Application online at www.onnsfa.org
- ___ **2.) CERTIFICATE OF INDIAN BLOOD (CIB)** – An official CIB with 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, high school transcripts, and/or GED scores. First-year applicants must submit a final high school transcript with date of graduation noted. Continuing recipients must submit an official college transcript after each semester. Additional transcripts are required from ALL previous colleges attended.
- ___ **4.) LETTER OF ADMISSION (LOA)** – Applicants must be admitted to a postsecondary institution accredited by one of six regional accrediting associations as recognized by the Navajo Nation. **Graduate applicants must submit two (2) letters of admission indicating full admission status: One Letter of Admission from the graduate college and the other from the graduate degree program.** Enrollment verification is required from students, who may have already submitted a Letter of Admission, but have not been funded at least one term. Students, who have not attended school for two consecutive semesters, will need to submit a re-admission letter from their respective institution.
- ___ **5.) GRADUATION/DEGREE CHECKLIST** – All part-time applicants must submit a graduation/degree checklist from their respective degree program. All courses required to complete the degree being pursued must be listed. The checklist must be signed by your advisor.
- ___ **6.) COURSE REGISTRATION** – Part-time applicants must submit 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
 - NCA**-North Central Association of Colleges and Schools **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 www.onnsfa.org



ONLINE SERVICES

www.onnsfa.org

Deadlines

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

Fall/Academic Year - June 25

Winter/Spring - November 25

Creating Your Student Account

First-time applicants: Wait one to two 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.

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 two to three business days.

Checking Your Document Status

1. Access the Student Portal at www.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.

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.



ONNSFA Student Portal

- [Apply Online](#)
- [Create An Account](#)
- [Check My Document Status](#)
- [Documents/Forms](#)

To apply:

Go to www.onnsfa.org

1. Click on "Apply Online."
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.