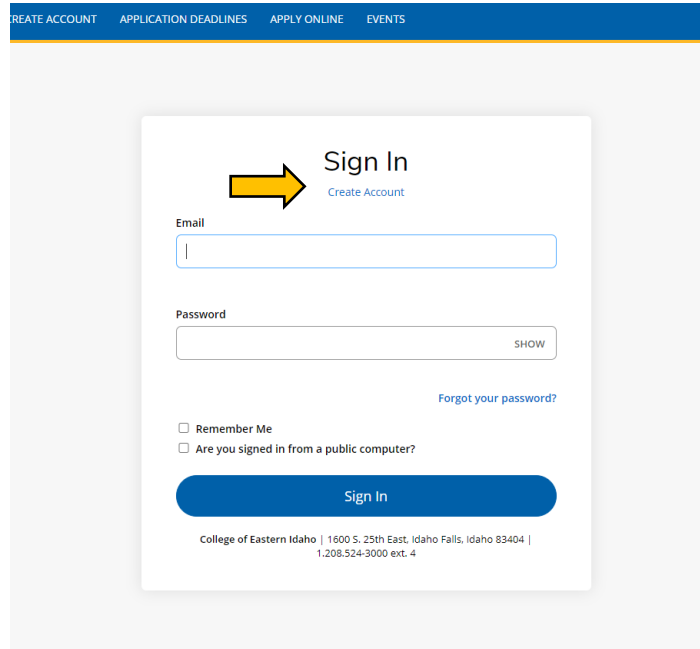


Instruction's for Completing the CEI Foundation Scholarship Application:

Step 1: Sign In

Go to <https://CEI.elluciancrmrecruit.com/Apply> to complete the CEI Foundation Scholarship Application. If you have never signed into the application portal before, you will need to create a new account. Current students should use the same login they created when they applied to CEI. If you are having trouble logging in, our admissions team can assist you. (208) 524-3000 ext. 4



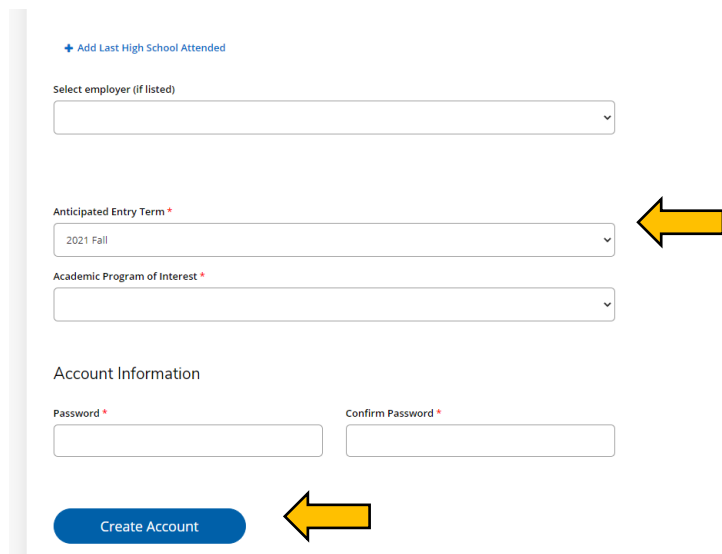
The screenshot shows the 'Sign In' page of the application portal. At the top, there is a blue navigation bar with links for 'CREATE ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS'. The main content area is white and features a 'Sign In' heading with a 'Create Account' link below it. A yellow arrow points to the 'Sign In' heading. Below the heading are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button to its right. Below the password field is a link for 'Forgot your password?'. There are two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. At the bottom of the form is a blue 'Sign In' button. Below the button, the text reads: 'College of Eastern Idaho | 1600 S. 25th East, Idaho Falls, Idaho 83404 | 1.208.524-3000 ext. 4'.

Step 2: Create an account

Please fill out all the required fields (indicated by the red asterisk *).

New students will create the account based on their expected date of enrollment.

Current students, already attending classes at CEI, please select the “**2025 Fall**” term under “**Anticipated Entry Term**”.



The screenshot shows the 'Create Account' page. At the top, there is a link: '+ Add Last High School Attended'. Below this is a dropdown menu labeled 'Select employer (if listed)'. The next field is 'Anticipated Entry Term *' with a dropdown menu showing '2021 Fall'. A yellow arrow points to this field. Below it is another dropdown menu labeled 'Academic Program of Interest *'. The 'Account Information' section contains two input fields: 'Password *' and 'Confirm Password *'. At the bottom of the form is a blue 'Create Account' button. A yellow arrow points to this button.

Step 3: Create a New Application

Please select **“Create a New Application”**.

My Account

Hello, Frankie! The College of Eastern Idaho is excited to be part of your journey through higher education. CEI's general education and career technical programs are continuously evolving and expanding to meet the needs of our students and the region. We are happy to have you as a member of the Falcon Family and we are here to help you at any stage of your journey.

My Applications

You do not currently have any applications.

[Create a New Application](#)

Need Help?

Admissions Office
1600 S. 25th E.
Idaho Falls, ID 83404

Phone (208) 524-3000 ext. 4
Fax (208)-525-7026
Email: admissions@cei.edu

This will allow you to select **“Start Scholarship Application”**.

Application Listing

Your New Career awaits

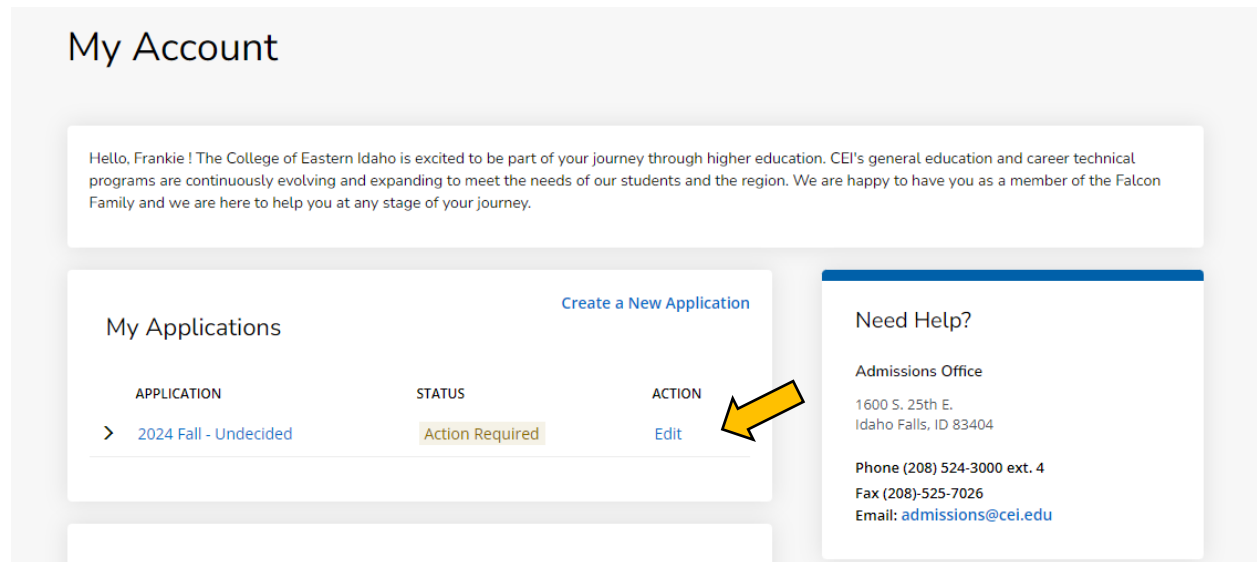
[Start Admissions Application](#)

[Start 2024-2025 Scholarship Application](#)

If you are awarded a scholarship, those funds will only be available for the academic year you are attending classes. Scholarship dollars awarded are not held for the following academic year. You must fill out a scholarship application requesting funds for each academic year you are attending classes at CEI.

Step 4: Complete the Application Questions/Information

Please fill out and complete the application to the best of your knowledge with the most current information. You can save your application to finish later. Once you have finished answering all the question fields and agreed to the “**Certifying Statements**”, you will be taken to the page where your application is available to edit and review. (see image)



Here, students will be able to view the status of their application, review the application answers, and submit their required supplemental items (**personal essay** and **letter of recommendation**).

Step 5: Submit Supplemental Items & Documents

Students must upload a **personal essay** and a **letter of recommendation** to complete their CEI Foundation Scholarship Application.

*The personal essay should be current, about 500 words, and no more than 2 pages double spaced. It should also be free of spelling and punctuation errors.

*The letter of recommendation should be current, and cannot come from a family member.

The documents should be in a word or PDF format. Students will be able to upload their supplemental items by clicking the “**Choose Files**” button. (see image below).

2024 Fall - Undecided

Review [Supplemental Items & Documents](#)



Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
<p>* Essay</p> <p>Please address the following areas in your Personal Essay limited to two pages double spaced:</p> <ol style="list-style-type: none">1. What are your educational goals and how will this scholarship help you attain them?2. Why did you choose CEI for your education?3. How will your education contribute positively to your potential employment and the community at large?4. Describe any community service that you have been involved in.5. Please provide any additional information that you would like the selection committee to consider including need.	Not Received	<input type="button" value="Choose Files"/> No file chosen
<p>* Letter of Recommendation</p> <p>Please upload/attach your letter of recommendation here. Your letter of recommendation cannot come from a family member.</p>	Not Received	<input type="button" value="Choose Files"/> No file chosen



Recommendation Requests

There are currently no recommendation requests associated with this application.

If you need help writing an essay or obtaining a letter of recommendation, helpful templates are available on the website www.ceigiving.org under **Scholarship Resources**. The completed scholarship application, with the two supplemental documents attached, is due by March 1st.

Students will receive emails from the application portal on their application status anytime they update their application or complete/submit the required items. Please pay attention to these emails as they will contain important information.

STUDENTS WILL NOT NEED TO UPLOAD A TRANSCRIPT IN ORDER TO COMPLETE THE SCHOLARSHIP APPLICATION, EVEN IF IT SHOWS AS AN ACTION ITEM. Transcripts are only required to complete your Admission Application

The Tutoring Center is located in Building 5 on campus, and is available to help with the scholarship application process. They can also help you write and edit your personal essay. You do not need to be a student to use this resource. Call (208) 535-5490 to make an appointment or email tutoringcenter@cei.edu.

Foundation scholarships are available to students attending the College of Eastern Idaho.

Updated 12/24