

International Board of Education ♦ Church of the Nazarene
2021-2022 Student Applicant Instructions

Visit the Start Page located at: <http://iboescholarships.nazarene.org> and click the “Applicants” icon.



Click “Start a New Application.”

This will take the applicant to a blank application page.

1. Choose your institution. Links to the eligible scholarship guidelines will appear so that the applicant can read them before they begin.
2. Required fields are noted with an asterisk (*).
3. The applicant must enter an **email address and a PIN number** of their choosing. The applicant can use this information to save the application and come back to update it before submitting it to the Financial Aid office. Make a note of the email address and PIN used; this information cannot be retrieved. If lost, the user will need to start a new application.
4. **Recommendation forms** are submitted online. Please include at least three (up to five) email addresses for individuals you would like to complete an online recommendation letter. They will receive an email from iboescholarships@globalnaz.com with a link to the form. Paper recommendation forms/letters cannot be accepted. It is suggested that you contact these individuals ahead of time to notify them that that they will be receiving a scholarship recommendation form via email from the above email address. (It could *potentially* go to their junk mail.)
5. When the application is complete, check the “Submit” check box, then “Save & Close” and it will be submitted to the corresponding Financial Aid office for consideration. If the application is found eligible, it will be completed and submitted to IBOE, along with the recommendation forms. If the application is **not** eligible, you will be informed by your Financial Aid Office. We encourage you to apply again next year.
6. Once an application has been submitted to the Financial Aid office, no changes are permitted. You can view a “read-only” version of the application by logging in and clicking “update an application with this email/pin.”
7. **Scholarship notification emails** will be sent in **April** to the email address listed on the application. Every eligible applicant will receive a notification email.

Please note: The short written **personal statement** has a maximum of 2000 characters.

Questions? All questions should be directed to your institution’s Financial Aid Office. Please do not call the IBOE office.