

## STEPS TO LOG INTO THE ENDOWMENT THANK YOU SITE

Please follow the Instructions listed below. You must complete all fields on the Release Page and the Questionnaire Page detailing each answer, even if not applicable. The system will not permit you to proceed to the next form until each requirement has been completed in full. The “Thank You Letter Tips” and sample letters included in this program are provided to guide in writing your Thank You letter. Please read them carefully before proceeding.

- Log onto the University Website at <https://apollo.stjohns.edu>
- Click on **Login SJU UIS** and log on to the *SJU Student Information System* by providing your **St. John’s User ID** and **Password**.
- Click on the **Student Services and Financial Aid** icon.
- Click on the **Financial Aid** icon.
- Click on the **Endowed Award Appreciation** icon.
- Instructions for completing the process will appear on your computer screen.

## ***Suggestions for Writing a Thank You Letter to Scholarship Donors***

- Include the name of the scholarship in your opening paragraph (example: “I was recently awarded the XYZ Scholarship and I wanted to write a thank you for the generous support that made this scholarship possible.”)
- Include information about yourself. Tell them when you will graduate, what school you are attending and what your major is.
- If you are involved in extracurricular activities or community affairs, include that as well (example: “I am president of the accounting society, and volunteer twice a month at the food bank at my church.”)
- Let the donor know what your educational and career goals are.
- If the scholarship has a significant impact on your life, make sure to express that to the donor (example: “Because of the scholarship, I was able to cut back on the number of hours I work and spend more time on my school work.”)
- Close the letter with another thank you (example: “I want you to know how much this scholarship means to me and again thank you so much for your concern for students like me at St. John’s University.”) **REMEMBER TO SIGN YOUR LETTER!**