CHRISTIAN A. HERTER MEMORIAL SCHOLARSHIP
APPLICATION INFORMATION | FREQUENTLY ASKED QUESTIONS

The Christian A. Herter Memorial Scholarship Program provides financial assistance to Commonwealth of Massachusetts students who demonstrate academic promise and aspirations for higher education. The special role of the Christian A. Herter Memorial Scholarship, as an early identification program, is to recruit high school sophomores and juniors whose socio-economic backgrounds and environmental conditions may inhibit their ability to persevere and attain their educational goals.

APPLICATION REQUIREMENTS

The Herter Application is accessed via the online Herter Scholarship portal. The completed application along with all required documentation must be received by the **Application Deadline: February 15, 2025.**

NOMINATORS: Nominators must request access to the Herter Nominator Portal.

➢ **RETURNING Nominators** do **NOT** request a new account – you must log in with your previous credentials. *If you do not remember your account information, contact Robert Brun, rbrun@dhe.mass.edu.*

➢ **NEW Nominators:** Complete the **Nominator Request Form** to obtain access to the Herter Nominator Portal. Once your access has been granted, you will receive an email with instructions on how to create your account.

A. **NOMINATIONS** – Once a nominator has access to the Herter Scholarship portal, the nominator will submit the student's information (full name, email address, date of birth). We strongly advise you speak to the student **PRIOR** to nominating them so they are aware of the scholarship process.
   a. **Student's Name /Date of Birth:** Please provide the full name of the student as it appears on their school record. Date of birth must also be accurate as student will enter their date of birth when creating their account.

   b. **Student's Email Address:** We **strongly recommend** that you use the **student's PERSONAL email address** (some school email addresses are blocked from receiving messages from outside organizations). Again, please check in with your student, prior to nominating them, so they can provide you with their personal email address (**do NOT use a parent email address**).
      i. Once you've completed the nomination, an email will be sent to the students informing them of their nomination and instructions with next steps to create their account and complete their application.

B. **LETTER from Nominating School or Agency** – Nominator **must** upload a letter that describes the student's academic background, motivation, and potential for achievement. This letter should also address the nominee's ability to cope with adversity or difficult situations and provide an assessment of his/her eligibility for the Herter Scholarship. *This letter cannot count as a recommendation letter.*

C. **Additional Documentation** – Nominators have the ability to upload the student's high school transcript and letters of recommendation.

STUDENTS: Once a student has been nominated, they will receive an email to create their Herter Scholarship account.

Students must complete **ALL** sections of the application in order for their application to be reviewed. This includes:
- **Demographic Information** (home address, phone number, MA residency / citizenship status)
- **High School Information** (current school year, anticipated graduation date)
- **Parent/Guardian/Household Members** (provide family member names that reside with student)
- **Required Documents** (High School Transcript, Autobiographical Essay, Letters of Recommendation, Social Security Card).

A. **Student (Nominee) Autobiographical Essay -** Each student must submit an essay not to exceed two single-spaced pages. **The essay will play a significant role in the selection process**. **The essay should address the following:**
   a. *Leadership Qualities:* Inspiring or directing others; becoming a role model for your peers. Evidence of leadership qualities can be drawn from personal or academic experiences, including extra-curricular activities.
   b. *Obstacles Overcome/Challenges*: Achieving a goal despite barriers or challenges that has given you the determination to persevere. Include personal difficulties, hardships, medical problems, whether personal or family related that have directly affected your academic life.
   c. *Achievements:* Special skills and talents, creative or challenging activities that you have accomplished in your personal or academic life, such as artistic talent, public speaking and scientific or mathematical aptitude.
   d. *Community Outreach:* Volunteer work performed that has benefited others such as the elderly, not for profit groups or agencies, schools, hospitals, or community service agencies.

B. **Most Recent High School Transcript** – Submit a copy of student's most recent high school transcript. *Transcripts can be submitted by nominator or student.*

C. **Letters of Recommendation** - Two letters of recommendation must be included in the student's application packet. Letters of recommendation may not be written by the applicant, Nominator, anyone under 21 years of age or anyone related to the student or serving as their legal guardian. *Letters must be submitted by nominator or student via the Herter portal.*
   a. **Note: recommenders will not receive any notifications from OSFA and do NOT have access to the Herter portal.**
   b. It is the student's responsibility to notify the recommenders regarding their request for a recommendation letter and to make sure the letters are uploaded to the portal.
   c. Student should inform the recommenders that the letter of recommendation should describe the student's academic background, motivation, and potential for achievement. Letter should also address the student's ability to cope with adversity or difficult situations and provide an assessment of their eligibility for the Herter Scholarship.

D. **Student Financial Statement** – If a student worked during 2024, they must submit a copy of their 2024 W-2 or 2024 Federal and MA State income tax returns.

E. **Family/Household Information –** student will provide information on the family members they currently live with (name, relationship to student and school, if applicable).

PARENT/GUARDIAN:

A. **Herter Account** – Once a student has provided their parent/guardian contact information, the parent/guardian will receive an email to create their own Herter account. Parent/guardian will be asked to provide financial information.

B. **Financial Information** - A copy of parent/guardian's 2024 Federal and State income tax returns must be submitted. The information will be used to determine the applicant's eligibility for financial assistance. If 2024 tax returns have not yet been filed, we will accept a combination of copies of actual 2023 tax returns and copies of 2024 W-2's.
   a. If the parent/guardian will not file a 2023 tax return, we will accept a signed statement, along with official documentation to support income source (i.e. social security, public assistance, etc.) and amount received.
   b. A separate statement to explain any unusual obligations, such as educational expenses or other debts may also be included.

HERTER PORTAL LINKS: We recommend nominators, students and families bookmark the following links for easy access:
   • [Nominator Account Request](#) – for nominators to request access to the Herter nominator portal.
   • [Student Account Access](#) – for students to create their Herter applicant account credentials, once nominated.
   • [Parent/Guardian Account Access](#) – for parents to create their Herter account credentials (once the student has entered the parent/guardian contact information in the student application).
   • [Christian Herter Application Portal](#) – for nominators, students, and parents/guardians to access their application **after** their respective accounts have been created.

FREQUENTLY ASKED QUESTIONS

What browser(s) is compatible with this application?
Chrome and Microsoft Edge are best. Make sure you do not have multiple tabs open with the Herter link (otherwise you will get a message you are locked out of your account).

Can I use my school Chromebook to complete my application?
We highly recommend you use a desktop computer or laptop. Chromebooks most times do not work with the platform due to school firewall security settings. Students should also not use their phone to complete the application.

Can a student who applied last year, but did not get selected, apply again this year?
Yes, if the student is not a senior, they may reapply. Student must be renominated and complete a new application.

How do I create/complete my account registration?
Nominators, students (nominee), and parent/guardians will receive an email with instructions to complete their account registration. Check your SPAM folder if you don't see an email.

When completing my account registration, I am prompted to register my computer. What should I do?
For security purposes, you may be asked to register your computer. You will receive an email with a "MASSAid Registration Code". Enter the code provided via **email.**

I'm being prompted to select a Personal Image. What should I do?
This is another security feature. Select an image. This image will appear each time you log in to your account.

I am completing my account registration and received a message that my password has expired.
The password you created during your initial account registration was only a temporary password. You must create a new password. Click "OK" to change your password. Make sure to review the password minimum requirements.

I'm trying to log in to my account but get an error message that I'm locked out.
If you get locked out of your account, contact OSFA. Send email to Robert Brun, rbrun@dhe.mass.edu and Stephannie Barboza, sbarboza@dhe.mass.edu. **Please note this is a manual process – give us time to respond.**

What if I don't remember my password?
If you had already created your account, click "forgot my password" to have a temporary password sent to your email on file.

Where do I upload the required documentation?
- Nominator – once you nominate a student, you will be able to see their name on the 'My Home' screen of your portal. Click on the student's name and upload the documentation. Nominators are only able to upload the Nomination Letter, High School Transcript, Letters of Recommendation.
- Student (Nominee) – account will have a "Document Management" tab, that will allow student to upload documentation, such as autobiographical essay, high school transcript, letters of recommendation, and student financial statement (if applicable). If a student is in foster care, they will have the ability to upload the letter provided by their DCF caseworker.
- Parent/Guardian - account will have a "Document Management" tab, that will allow them to upload the parent financial statement documentation.

What if I don't submit all the documents requested and/or complete the online application?
Your application will be considered **INCOMPLETE** and will not be reviewed by the Herter Scholarship Committee.

I'm in my student portal, what does "Application Status: In Progress" mean?
This means your application has been started, but we are still missing information and/or required documents (from you, parent/guardian, and/or nominator). Please check with your nominator and/or parent/guardian to make sure they have completed their information and uploaded necessary documentation.

I've completed my application and submitted the required documents. What does "Application Status: Complete Pending Review'' mean?
This means all applications materials have been submitted and will now be reviewed by the Herter Scholarship Committee. If additional information and/or documents are needed, we will contact you.

NEED ADDITIONAL ASSISTANCE? CONTACT: Stephannie Barboza, sbarboza@dhe.mass.edu