Accessing Your Online Scholarship Agreement Form

Congratulations again on your UMBC merit scholarship offer!

Please let us know of your decision regarding this offer by using our online agreement submission **no later than May 1, 2017**. To submit your response, please refer to the following step-by-step instructions.

**STEP 1:** To accept or decline your award, please log in to your myUMBC account and access your Alerts. Under your Alerts please view your Financial Aid and Scholarships To Dos. Click on the link provided in the “Merit Scholarship Agreement” To Do. *Note: You must allow 24 hours after you Upgrade your MyUMBC Account ([https://webadmin.umbc.edu/admin/User/Create](https://webadmin.umbc.edu/admin/User/Create)) before accessing this link.

**STEP 2:** Review the award offer, details, and terms and conditions:
STEP 3: Indicate your response by selecting “accept” or “decline”:

- To accept:
  
  ![Accept Button]

  I accept the Sample Award Offer.
  I have carefully read and understand the terms of the agreement.

  Signature: [Signature]  
  Student Name  
  Campus ID: [Campus ID]  
  [Sign to Accept Award]

- To decline*:
  
  ![Decline Button]

  I am unable to accept the Sample Award Offer.
  Reason: [Please select...]

  Signature: [Signature]  
  Campus ID:  
  [Sign to Decline Award]

* A response must be provided as to why you are not accepting the award. Please indicate reason using drop down menu.

STEP 4: Once your response has been indicated, select “Sign to Accept Award” and ensure your name and campus ID are populated correctly:

![Accept Button]

I accept the Sample Award Offer.
I have carefully read and understand the terms of the agreement.

Signature: [Signature]  
Student Name  
Campus ID: [Campus ID]  
[Sign to Accept Award]

STEP 5: Before selecting “Submit” to send this form to our office, please print a copy for your reference by selecting “Print”:

![Print Button]

You are logged in as Student Name. Not you? Log out, close all browser windows, and try again.

Note: After signing this form, you must click the "Submit" button at the bottom of the page to submit it to our office.

Submit  
Print

STEP 6: Once successfully submitted, a confirmation page will be displayed:

![Confirmation Message]

Thank you for submitting a Scholarship Agreement form. Your form has been submitted successfully. Please allow 2 business days for receipt.

Helpful Tips:

- You may access and update this agreement form until May 1, 2017. Your most recent submission will be assumed.

- Please continue to monitor your myUMBC for updates to your account. Your account will be updated once the submitted agreement is received and processed.