



**SHEFA**

**TO ALL INTERESTED APPLICANTS**

**THE ONLINE APPLICATION DATE FOR THE UPCOMING  
FALL TERM**

**JULY 1-SEPTEMBER 30**

**TALK TO US**

(670-233-5995/235-1020/21)  
2799 Teer Drive  
CTC Building Center  
2nd Floor of the Mayor of  
Saipan Office

STEPS ON HOW TO CREATE A SHEFA ACCOUNT ONLINE AND APPLY FOR FINANCIAL ASSISTANCE

LET'S GET STARTED

**01**



visit  
[www.saipanshefa.com](http://www.saipanshefa.com)

**02**



### CREATE AN ACCOUNT

Click on Online Portal:  
Login/Apply  
a. Create an account  
b. Log in to your account if  
you already created an  
account

**03**



### APPLY

To submit your application, click  
on the application form. Ensure  
you have all supporting  
documents ready for upload. You  
can edit or upload additional  
documents to your online account  
even after submitting your  
application.

**04**



### AWARD STATUS

Once you create an account and  
submit your application with  
supporting documents, you can  
log in to your portal to check the  
status of your application and  
receive notifications from SHEFA  
regarding the status of your  
award.

## NEW

\*You are a new applicant if you never received financial assistance from SHEFA

Acceptance Letter (you are required to attend your first 2 years on-island. Unless you have a scholarship from the off-island institution of your choice; Or the courses needed for your major are not available on-island, the SHEFA board may waive this requirement.

Proof of Saipan (inclusive of the Northern Islands) residency. Must show 1 year proof prior to application date (CNMI 1040 2023, current voter's certification letter, employment verification, military orders, official transcript if you were in school 2022-2023, CUC utility, medicaid card or phone bills).

Copy of valid US Passport or other valid government issued ID

Most recent official transcript

Class schedule showing full-time status (12 credits for undergraduate and full time certification for graduate students). Class schedule must have your name on it, title of courses and course credits per course.

Proof of vote cast at the last General or Mid-Term Election (for all eligible voters). Off-island applicants must apply for absentee ballot.

## ONGOING

\*You are considered "ongoing" if you received financial assistance from SHEFA within the past year

Acceptance Letter (if you are transferring to a new institution)

Most recent official transcript

Class schedule showing full-time status showing your name, course title and number of credits per course (12 credits for undergraduate and full time certification for graduate/advanced students plus class schedule). Class schedule must have your name on it, title of courses and course credits per course.

### HELPFUL TIPS:

1. Pls. be checking your student portal online for award status or message notifications.
2. If you are approved, you will need to complete and submit the MOA. This form must be notarized.
3. Complete applications are reviewed in the order they are received.

## RETURNING

\*You are considered "returning" if it has been over 1 year since you received financial assistance from SHEFA

Acceptance Letter

Proof of Saipan (inclusive of the Northern Islands) residency. Must show 1 year proof prior to application date (CNMI 1040 2023, current voter's certification letter, employment verification, military orders, official transcript if you were in school 2022-2023, CUC utility, medicaid card, phone bills).

Copy of valid US Passport or other valid government issued ID

Most recent official transcript and Career Assessment Profile (minimum half page stating your degree, why you chose this degree and your future plans).

Class schedule showing full-time status (12 credits for undergraduate and full time certification for graduate students). Class schedule must have your name on it, title of courses and course credits per course.

Proof of vote cast at the last General or Mid-Term Election (for all eligible voters). Off-island applicants must apply for absentee ballot.