



# SHEFA

## TO ALL INTERESTED APPLICANTS

### THE ONLINE APPLICATION DATES PER TERM

**FALL TERM**

**JULY 1 - SEPTEMBER 30**

**SPRING TERM**

**DECEMBER 1 - FEBRUARY 28**

## 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

**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

## ONGOING

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

## RETURNING

\*You are considered "returning" if it has been over 1 year since you 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.

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

Acceptance Letter

Proof of Saipan (inclusive of the Northern Islands) residency. Must show 1 year proof prior to application date (CNMI 1040 2024, current voter's certification letter, employment verification, military orders, official transcript if you were in school 2024-2025, CUC utility, Medicaid card or phone bills).

Most recent official transcript

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Copy of valid US Passport or other valid government issued ID (Saipan Driver's License, Saipan Mayor's ID, US Permanent Resident Card, Green Card)

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.

Copy of valid US Passport or other valid government issued ID (Saipan Driver's License, Saipan Mayor's ID, US Permanent Resident Card, Green Card)

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

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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. Fall courses must be taken between August to December/January. Spring courses must be taken between January to June.

### 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 is available online and must be notarized.
3. Complete applications are reviewed in the order they are received.

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. Fall courses must be taken between August to December/January. Spring courses must be taken between January to June.

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

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