



How to look up and outreach to applicants during Scholarship rounds

Once Scholarship Award decisions have been sent out from ISTS (mid-late April), awardees must accept or decline their award in their ISTS Portal before the deadline.

You can start reaching out to your awardees or new Scholars to welcome them to your campuses! You can determine who your awardees are and track their acceptances by running **TheDream.US National Applicant Report*** in your ISTS

Portal: <https://clients.applyists.net/dream>

Use these filters:

- Program: "TheDream.US National Scholarship Program (*round year*)"
- Status: "Winners"
- Report Key: Enter your Report Key
- Run and download the report in excel to see those who are "Awardees" (column R), the "Acceptance Partner College (column S), and whether they have accepted, declined, or not yet responded (column T).

**The National Applicant Report will show all your awardees, if they have accepted, and for which college. Your PC Scholar Report will show the awardees who have accepted to attend your college.*

To download reports from the ISTS Portal, please have your Username, Password, and Report Key ready (if you need this, please contact your TheDream.US Relationship Manager).

After the acceptance deadline, we will begin reaching out to the new Scholars and initiate the onboarding process, including an invite to attend our Summer programming events and other activities. As part of our annual tradition, we will be hosting a virtual **New Scholar Welcome event** and we encourage you to host your own orientation on campus on or around this date.

If you have any questions, please feel free to contact your TheDream.US Relationship Manager.

Note: *please do not publicly announce the number of Scholars who have received the award to attend your college until AFTER the acceptance deadline.*