

PRIVATE SCHOLARSHIPS

Please address all scholarships to:

Tarleton State University
Office of Scholarships
Box T-0760
Stephenville, TX 76402

Be sure to include the following information along with the scholarship award.

- Full name of the student
- Student ID number OR the last 4 digits of the SSN
- Term or terms to apply the funds
(ex: fall 2021, academic year 21/22, spring 2022)

INSTRUCTIONS FOR CHECKING YOUR PRIVATE AWARD STATUS

1. At the top right corner of the page, select Login, then choose myGateway.
2. Select myGateway Login, and log into your account using your NTNET ID and password.
3. At the left side of the screen, select student.
4. Under Financial Aid, select Financial Aid Status.
5. Select the Aid Year and Submit.
6. At the bottom of the page, select Award Messages.
7. If you have received any private scholarships, there will be messages of those awards here.
(Ex: Received check for \$1,000.00 from ABC Foundation for Fall 2018.)
8. Please note these notifications are only available for 180 days.

INSTRUCTIONS FOR GETTING VERIFICATION OF ENROLLMENT

The National Student Clearinghouse Free Student Self-Service Enrollment Verification link is accessed via [myGateway](#). Follow the instructions below to access Student Self-Service and print an enrollment certificate.

1. Log onto [myGateway](#) using your Gateway ID and password. If you have forgotten or disabled your myGateway password, please email the [Help Desk](#) or dial [254-968-9885](#).
2. Select the DuckTrax folder icon
3. Select the "Online Services & Financial Aid" link
4. Select the "National Student Clearinghouse Self-Service" link (this will direct you to the Clearinghouse website)

Once you have been directed to the National Student Clearinghouse website:

1. Select "Current Enrollment" or "All Enrollment" and then select "Obtain an enrollment certificate" link to view your enrollment information. Check Enrollment Status tables below to see how many hours are required to be considered a full-time, half-time or less than half time student
2. Print your enrollment certificate
3. You may select the various other links to view additional enrollment information and information regarding your student loans

For additional information, contact the Office of Scholarships at scholarships@tarleton.edu or 254-968-9922