PC GUIDE TO STUDENT SCHOLARSHIPS

University Affiliation Program

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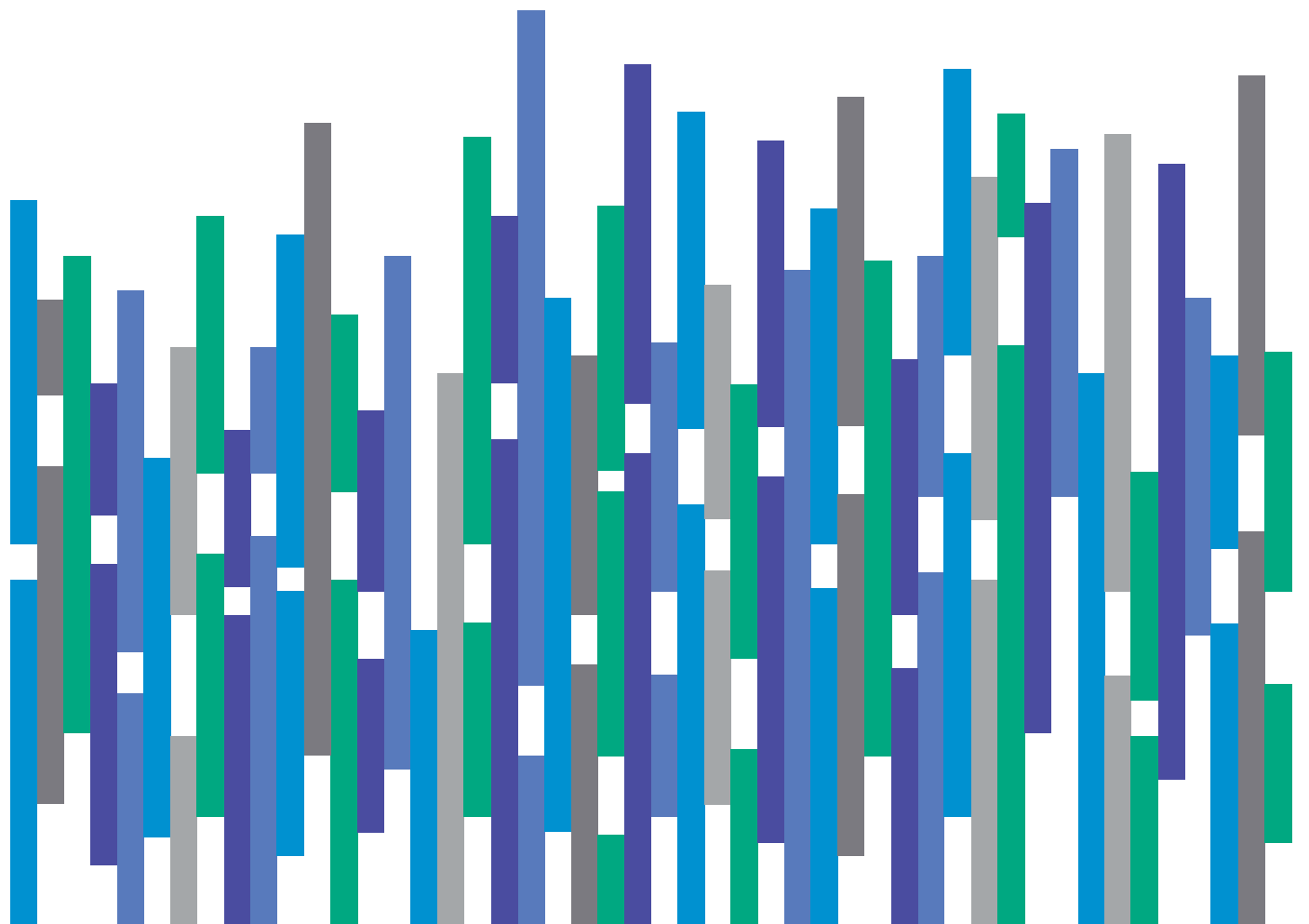
CFA Institute
University Affiliation Program

Contents

CFA Program Student Scholarship Overview

As a participant in the University Affiliation Program (UAP), your university is allotted scholarships that you can award to any student enrolled at your university based on the **scholarship allotment criteria**. All scholarship awards must be made by 31 July 2024 and any not awarded will be forfeited and cannot be carried forward to the 2025 program year. If you require additional documentation as part of a complete application package, please complete the **Additional Requirements Form**. Your submission will be recorded and updated to the **Additional Requirements Before Submission** document.

CFA Program Student Scholarships waive the one-time program enrollment fee and reduce the exam registration fee to USD400 plus any applicable local taxes. Recipients can use their scholarship for any exam that is open and available for registration within one year from the date of award.

Students that are not selected for award will receive the early registration pricing for up to one-year from the date of your decision. Note that a decision of 'Not Selected for Award' must be made for the student to receive the early registration pricing. For more refer to the **FAQ section**.

When you submit a review decision of either 'Selected for Award' or 'Not Selected for Award' an email is sent immediately to the student informing them of your decision. It is important to remember that your decisions are final as scholarships are non-transferrable.

Eligibility

To apply for a CFA Program Student Scholarship the applicant must:

- Not be currently registered for a CFA Program exam.
- Be enrolled at an affiliated university. Note applicants are not required to be enrolled in an affiliated degree program to be eligible to apply for or receive a Student Scholarship.
- Satisfy the enrollment requirements detailed here: **https://www.cfainstitute.org/en/programs/cfa/charter**.

The Scholarship Platform

An online account at **http://www.cfainstitute.org** is required to access the online scholarship platform. If you do not have an existing CFA Institute account, please create an account using **this guide** and then email your CFA Institute ID number to **university@cfainstitute.org** and access will be granted within 24-48 hours.

The scholarship platform is available at your convenience to review submissions and make review decisions at **http://www.cfai.smapply.io**.

You must log in using your CFA Institute username and password. If you are not sure of your username and password please call our Global Contact Center for assistance in retrieving that information at 1-800-247-8132 or consult this page (**https://www.cfainstitute.org/en/utility/phone-numbers**) for additional toll-free numbers.

How to Review Scholarship Submissions

Access to the platform is available using your CFA Institute login credentials (email and password).

1. Visit **http://www.cfai.smapply.io** and click 'Log-in' at the top-right of the screen. Note that the preferred browser for this site is Google Chrome.
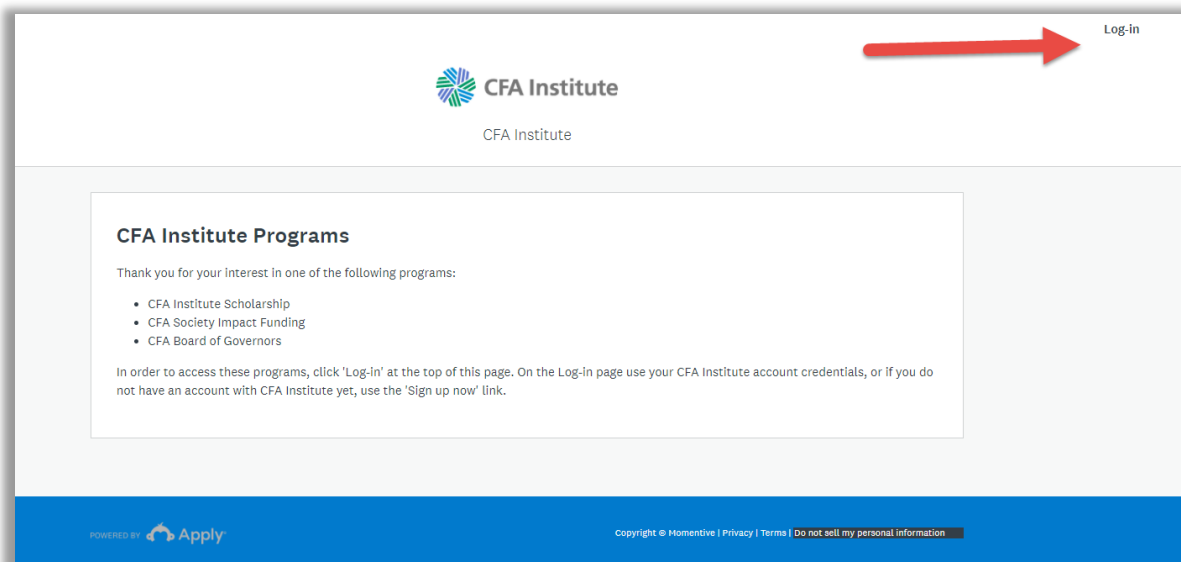

2. Enter the email address associated with your CFA Institute account. If you are not sure of your sign-in details, please call our Global Contact Center for assistance at 1-800-247-8132 or consult this page (**https://www.cfainstitute.org/en/utility/phone-numbers**) for additional toll-free numbers.
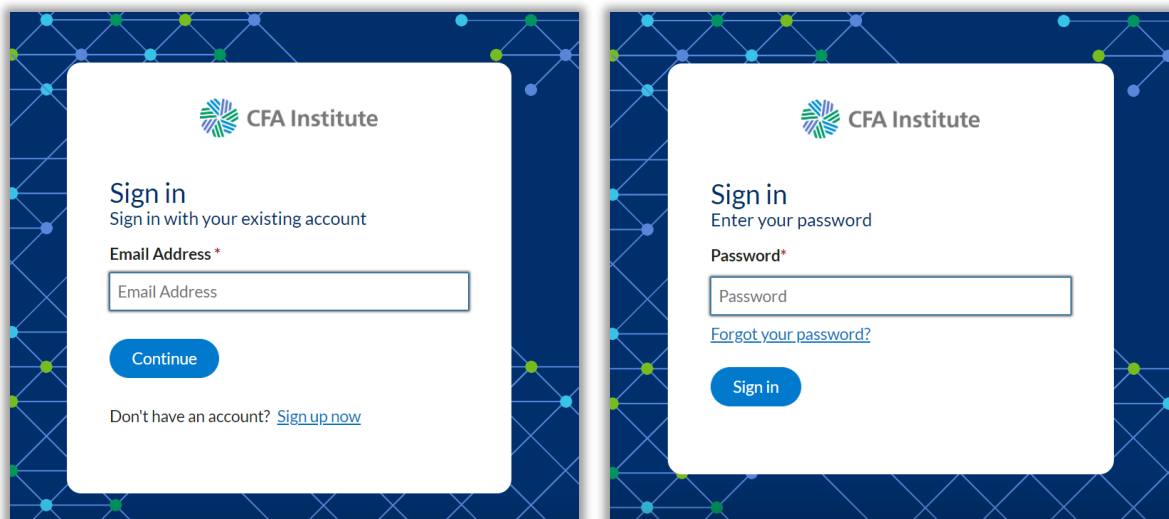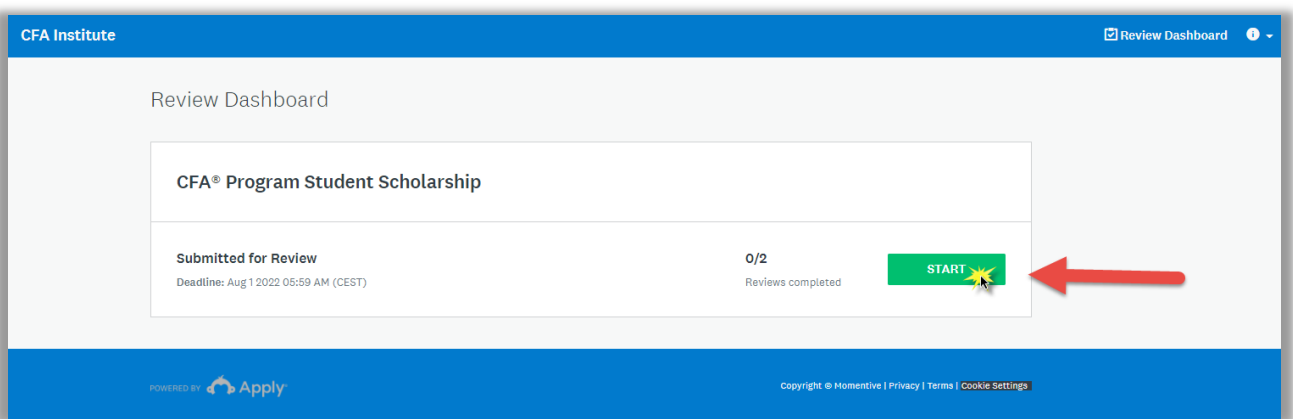

3. Once logged in you will see either a table of available submissions ready for review or a message that states 'Sorry! There is currently nothing to review' if no applications have been submitted for review.
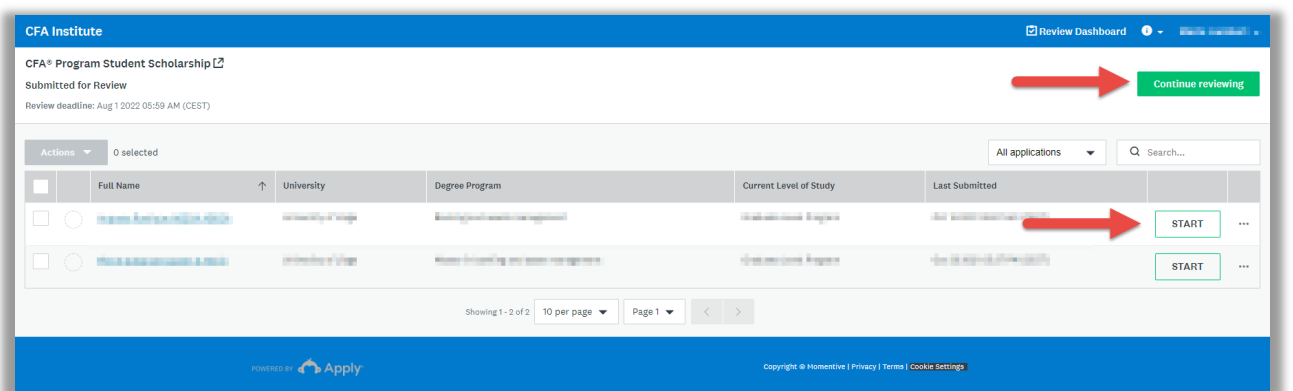
No submissions currently available for review
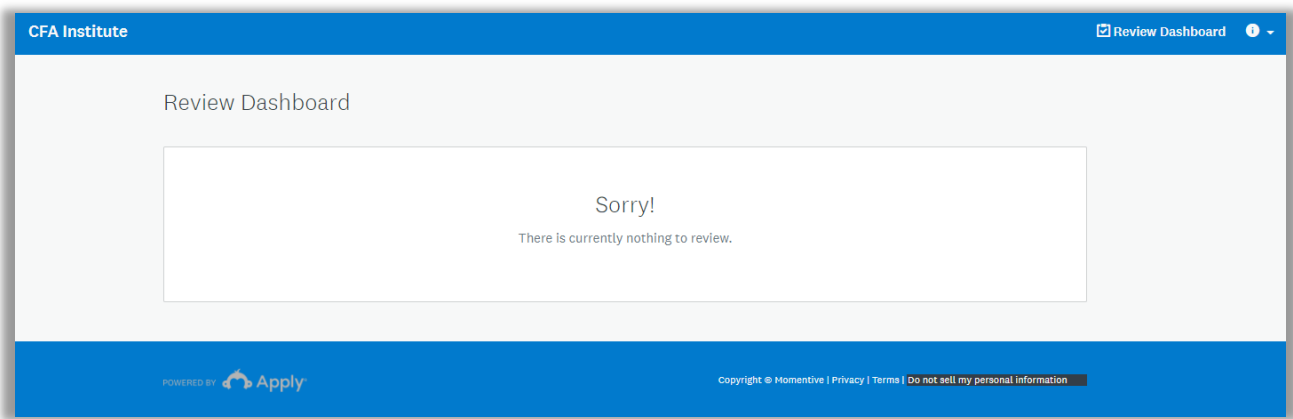
Submissions currently available for review

4. To begin reviewing applications click the 'Continue reviewing' button. You can also review a specific application by clicking the 'Start' button that corresponds to their entry.

5. The application review process appears in a split screen. The left side displays the application currently under review. The right side is where you submit your review decision ('Selected for Award' or 'Not Selected for Award').

- **Selected for Award** – This decision will award a CFA Program Scholarship to the applicant. This decision will reduce your remaining allocation by one.

- **Not Selected for Award** – This decision will NOT award a CFA Program Scholarship to the applicant. This decision will not reduce your remaining allocation.

6. Click the green 'Mark as Complete' button to submit your review decision. You will be asked a second time to confirm your decision. Remember, your decision is immediate and final.

   The screen will be idle for a few moments and will eventually refresh and if you made a 'Selected for Award' decision your remaining allotment will be reduced by a value of 1. With either selection the student is notified within moments of your decision of the outcome of their application. You will also receive a copy of their award notification email. Please retain for your records as applications that have been reviewed will no longer appear on your dashboard.

7. Navigate to the next or previous application using the '>' or '<' buttons in the upper right-hand side of the screen.

8. If you have no other submissions to review, you may log out or close your browser.

Frequently Asked Questions

What if I am having trouble logging in to the platform?

How many scholarships do I have remaining to award?

Am I obligated to review all applications submitted to my university?

What are the deadlines to submit award decisions?

I have a student that would like to sit for a specific exam offering. When should I make the award decision by?

How will I know when an application has been submitted?

Can students edit their applications after they are submitted? If so, how?

How will students be notified if they are selected or not selected for award?

Can students that have already completed their exam registration apply for a scholarship?

Can a registered student be awarded a scholarship and receive a refund of the difference?

Who do I contact if my question isn't answered here?

What if I am having trouble logging in to the platform?

Please make sure you are using Google Chrome browser to access the platform. You may need to use an 'Incognito' window to access the platform (**http://www.cfai.smapply.io**) If using an incognito window in Google Chrome does not resolve the issue, please **call our Global Contact Center** for further assistance.

How many scholarships do I have remaining to award?

Log in at **http://www.cfai.smapply.io** and click on your name at the top-right of the page. Then scroll down to the 'Extra Info' section and you can see your total program year allotment and your remaining allotment.
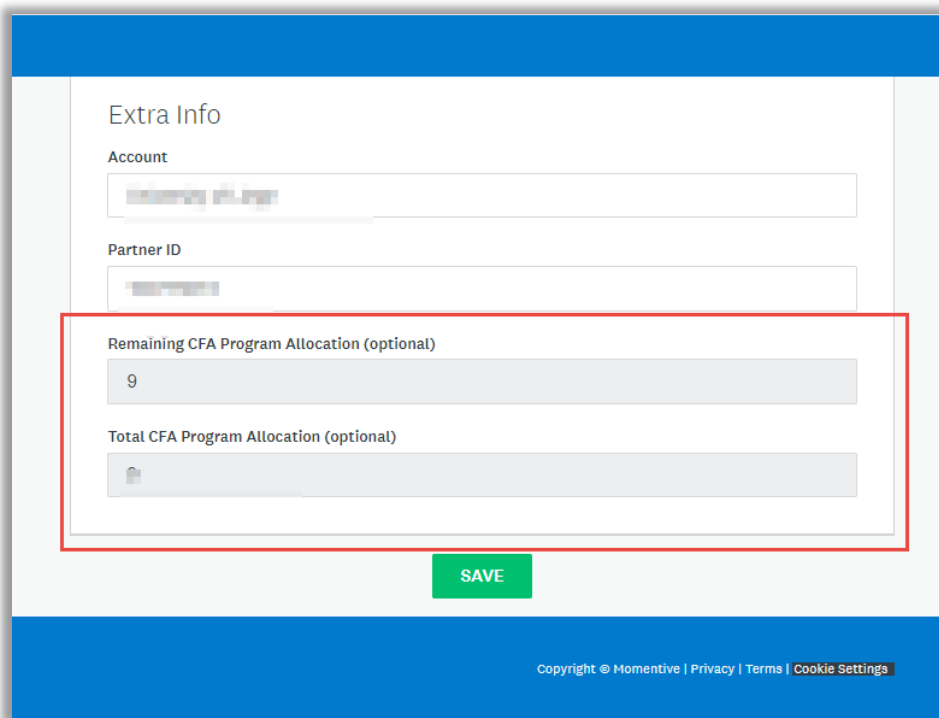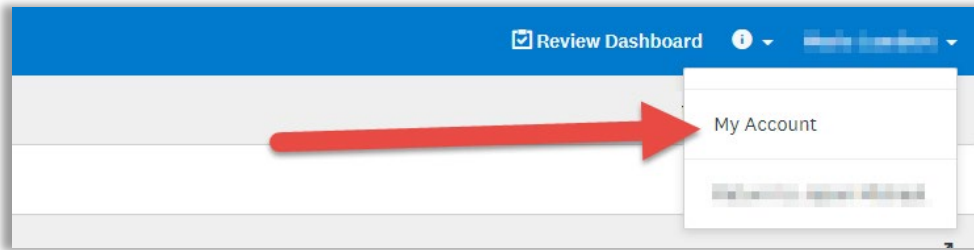
Am I obligated to review all applications submitted to my university?

As the Principal Contact at your university, it is your responsibility to review submissions and make award decisions. We do encourage you to do so early and often to allow those not selected to register and begin their studies.

**What are the deadlines to submit award decisions?**

Your program year allotment must be awarded by 31 July each year. Unused scholarship allocations cannot be carried forward to the next program year. It is important to note that scholarship awards are not bound to specific exam offerings and as a result there are no deadlines throughout the program year other than previously mentioned 31 July date. Awards are redeemable for any exam that is open and accepting registrations within one-year from the date of award.

I have a student that would like to sit for a specific exam offering. When should I make the award decision by?

There are no deadlines for submitting your decisions and exam registration deadlines are subject to change due to capacity and/or availability concerns. We cannot guarantee scholarship recipients will be able to register for their preferred exam offering.

How will I know when an application has been submitted?
Once an application is submitted you will be notified via email. A sample of the email is below.
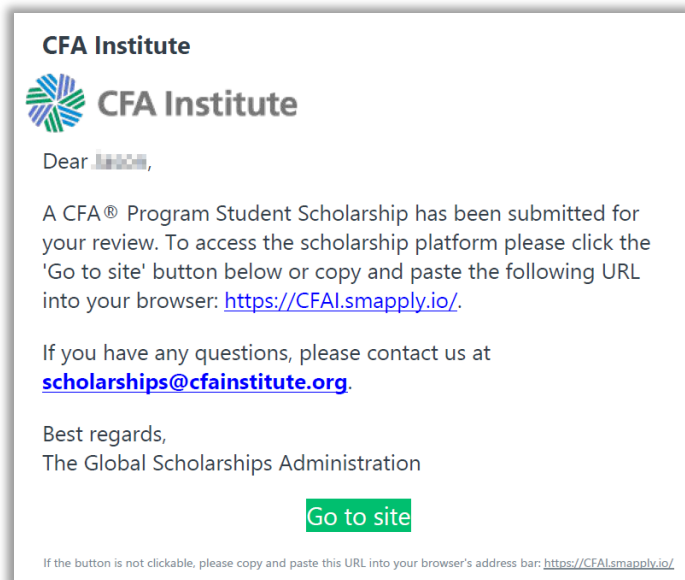

Can students edit their applications after they are submitted? If so, how?
If a student has submitted their application they can email **scholarships@cfainstitute.org** and request that their application be 'reopened' to allow them to make edits and resubmit. They should only request a withdrawal of their scholarship if they no longer want to be considered for a CFA Program Student Scholarship.

How will students be notified if they are selected or not selected for award?
When a decision is made on an application the student is notified immediately and the decision is final. You will also receive the exact same email for each award decision made. We encourage you to keep these emails to track your award decision history.

When a '**Selected for Award**' decision is made the student receives a message like the one below.
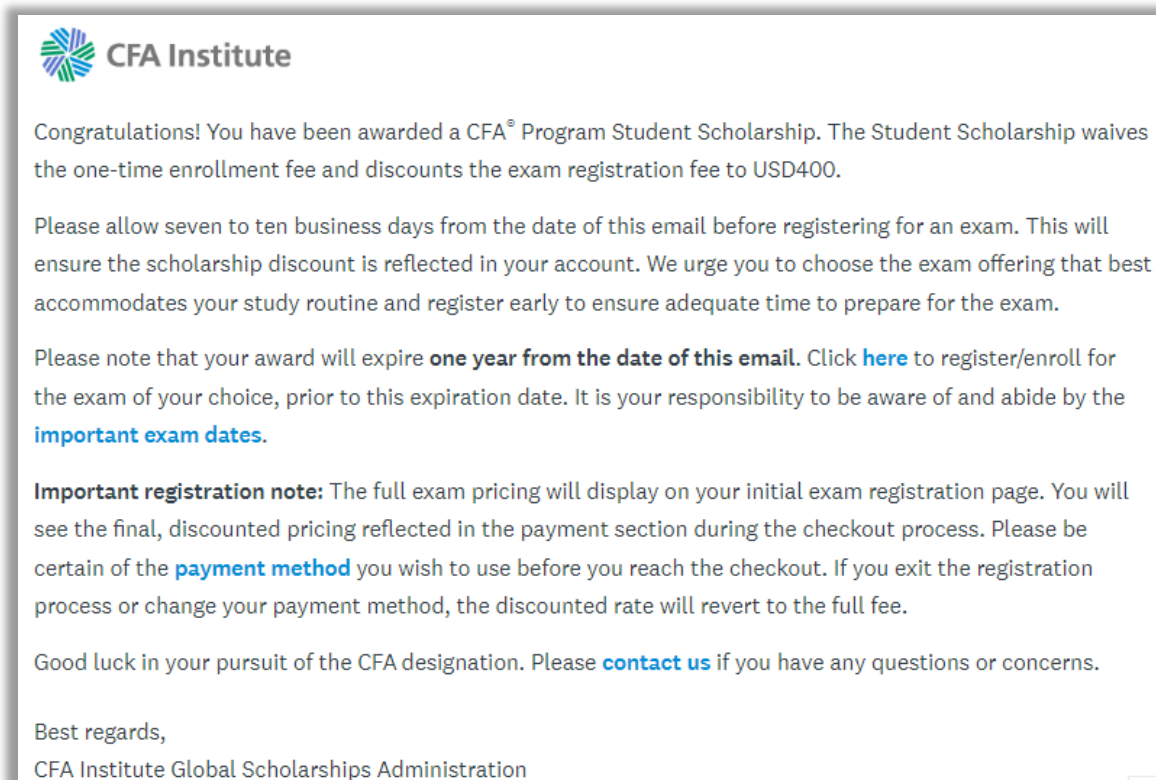
When a '**Not Selected for Award**' decision is made the student receives a message similar to the one below.

Can students that have already completed their exam registration apply for a scholarship?
No, registered candidates are not eligible to apply for or receive a scholarship. They can only apply if they have not yet registered. Once a registered candidate receives their exam results, they are welcome to apply for a scholarship for a subsequent exam. If a student that is registered attempts to submit a CFA Program scholarship, they will receive the below message.

Can a registered student be awarded a scholarship and receive a refund of the difference?

No, registered candidates are not eligible to apply for or receive a scholarship. If a student is not registered and submits a CFA Program Student scholarship but later registers before receiving the award decision email, their application will be voided. They will receive an email confirmation if this occurs. A sample of the email is below.

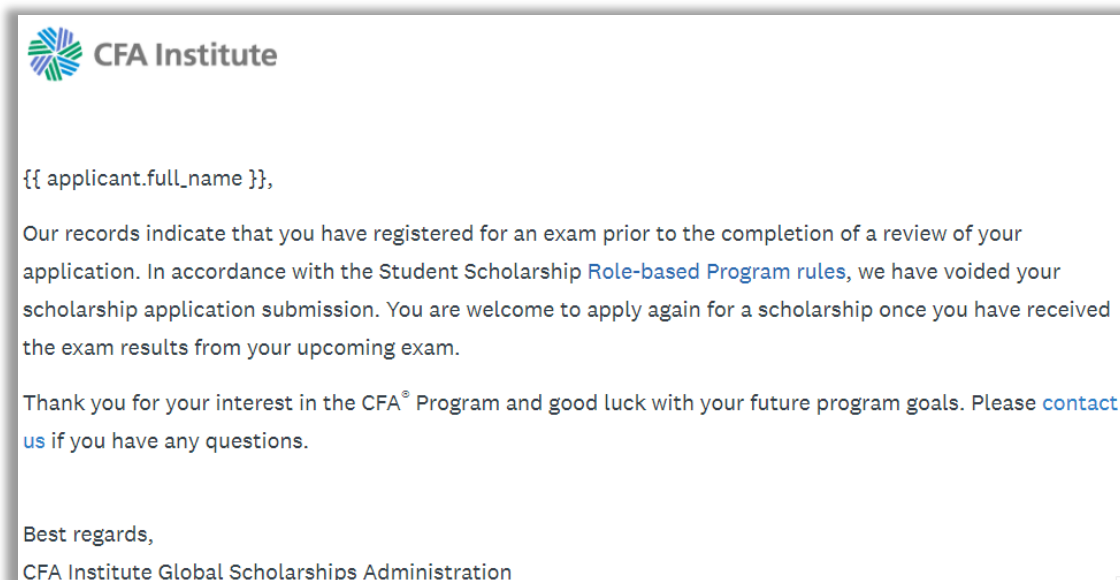
CFA Institute

{{ applicant.full_name }},

Our records indicate that you have registered for an exam prior to the completion of a review of your application. In accordance with the Student Scholarship Role-based Program rules, we have voided your scholarship application submission. You are welcome to apply again for a scholarship once you have received the exam results from your upcoming exam.

Thank you for your interest in the CFA® Program and good luck with your future program goals. Please contact us if you have any questions.

Best regards,
CFA Institute Global Scholarships Administration

Who do I contact if my question isn't answered here?

Please email **university@cfainstitute.org**.

Scholarship Allotment Criteria

Criteria	Scholarship Awarded	Limit
Participation in the University Affiliation Program The base allotment for participation in the University Affiliation Program.	3 scholarships	
Additional Affiliated Degree Programs Each additional degree program mapped to the CFA Program Candidate Body of Knowledge (CBOK).	+1 scholarship	Not capped
Offer a For-Credit Ethics Course To qualify an affiliated degree program must offer **a for-credit stand-alone ethics course** that features the CFA Institute Code of Ethics and Standards of Professional Conduct.	+3 scholarships	Capped at one instance
Offer Admission Waivers for CFA Program Examples include waiving the GMAT requirement for applicants who are CFA Charterholders or exempting those who have passed the CFA Level I exam from taking the university's entrance exam. The waiver must be explicitly stated on your university's website or in publicly available documents to qualify.	+1 scholarship	Capped at one instance
Offer Course Waivers for CFA Program Examples include offering course credit for completion of any level of the CFA Program exams or offering an exemption from a course for individuals that have completed any level of the CFA Program exams. The waiver must be stated on your university's website or in publicly available documents to qualify.	+1 scholarships	Capped at one instance
CFA Program Registration Requirement To qualify a course that is part of an affiliated degree program requires students to register for a CFA Program exam.	+1 scholarship	Capped at one instance
Full-time* CFA Charterholder on Faculty Each full-time CFA Charterholder who is a faculty member, dean, course director, or administrator who teaches a course that is part of an affiliated degree program.	+3 scholarships	Not capped
Part-time** CFA Charterholder on Faculty Each part-time CFA Charterholder who is a faculty member, dean, course director, or administrator who teaches a course that is part of an affiliated degree program.	+1 scholarship	Not capped

* Full-time is defined as teaching no fewer than six (6) credit hours per quarter or semester (or equivalent) or an administrator teaching a minimum of three (3) credit hours per quarter or semester (or equivalent).

** Part-time is defined as teaching no fewer than three (3) credit hours per quarter or semester (or equivalent) at one college or university.