



## The National Italian American Foundation 2025-2026 NIAF on Campus Application Instructions

### 1. Review the NIAF on Campus criteria

Review the criteria for the [NIAF on Campus page](#) to see if you qualify for the program.

### 2. Sign up for a NIAF membership

If you qualify for the NIAF on Campus Program and you are not an active member of the Foundation, [CLICK HERE](#) to visit NIAF's membership registration page and become a member or renew your membership. **All NIAF memberships are valid for one year from the date of registration.** Once you fill out the membership form and submit payment, you will receive an e-mail from [membership@niaf.org](mailto:membership@niaf.org) with an electronic membership card. The membership card includes your member number to input on your scholarship application. If you do not receive your electronic membership card, please check your spam folder.

### 3. Get started on Community Force

All new applicants must create a free Community Force account to start your application by pressing the grey, "Create New Account" button on NIAF's [Community Force page](#). If you applied to a NIAF Scholarship for the 2025-2026 academic year, you may use the same login as you used last year. **Please note that the application login is different from your NIAF membership login. You cannot access the scholarship application from the NIAF membership portal.**

### 4. Complete the online application

Once you identify a scholarship of interest and create a Community Force account, log in to your Community Force account and fill out your application details. **All applications must be submitted online by September 22, 2025 at 11:59 pm EST.**

### 5. Request letters of recommendation

Within the Community Force application, request one letter of recommendation from your Italian club's advisor, a professor of Italian language or Italian/Italian American Studies, professor of language studies (Italian studies or Italian American studies), or department head. Letters from parents, friends, and relatives will not be considered and your application will be considered incomplete. Once you send a request for a letter of recommendation on Community Force, your recommender will receive an e-mail from

[admin@communityforce.com](mailto:admin@communityforce.com) instructing him or her how to submit their letter on the Community Force website. Please encourage the recommendation provider to check their spam folder for this email.

Students will not be able to upload the letter of recommendation themselves. Letters of recommendation must be received by **September 22, 2025 at 11:59 (EST)**. **No late letters of recommendation will be accepted.** To check whether your provider has uploaded the letter or not, go to your applications and check the percentages underneath the “Request” section.

## 6. Review and submit

Once you have filled out the entire application, please review your application to ensure that all of your responses are complete and correct. After you complete all the required sections of the application and all of the sections show that they are 100% complete, a red button that says, “Final Review and Submit” will appear at the top right-hand corner of your application. Click this button, and it will prompt you to review your application. The application summary will appear. If your application is correct, please click the check box at the top of the page to confirm that you have reviewed the application and click the blue “Submit” button. Please note that you cannot change your responses after you have submitted the application. You will receive an e-mail from [admin@communityforce.com](mailto:admin@communityforce.com) to confirm the submission of your application.