Instructions to Register and Nominate a Student

Nominations are collected through SurveyMonkey. College Counselors or School Representatives who have used SurveyMonkey in the past to nominate students to the Milken Scholars Program can access the nomination page using the same login credentials. New users must register with our program and verify their email address prior to accessing SurveyMonkey to nominate students. Once registration is complete, up to 15 students may be nominated per high school.

To Register as a New User:

1. Email milkenscholars@milkeninstitute.org with the name, title, email address, and school of the Counselor/School Representative who would like to be registered to nominate students.
2. Within 48 hours, an email confirmation will be sent from smapply.io. Please follow the prompts to verify your email address.

To Nominate:

1. Visit www.milkenscholars.smapply.io. Once you are logged in, click on "View Programs" which will take you to the Nomination page. Click "More" and then "Apply" to nominate students.
2. Please make sure to click on the appropriate city corresponding to your high school so that you are able to choose your high school from the drop down menu.
3. Student email address provided should be student's primary email address as all communication will be directed there. Email addresses linked to a school domain may flag emails from SurveyMonkey as spam. We recommend contacting your IT department to ensure this will not be an issue for your school or to use a gmail address.
4. Note that GPA should be unweighted. Entering a GPA over 4.0 will create an error when submitting nominations. Your nomination will be deemed ineligible if you enter anything below the minimum requirements.
5. The 2023 Selection Cycle is Test-Optional. SAT and/or ACT Scores are not a requirement to apply.
6. For Nominator Alternate Address, please enter a non-school address.
7. Once all the information is entered, you can click "Mark Complete" and you will be asked to review your nomination before you submit.
8. To nominate more students, you can click on More Programs and begin the process again or come back later to submit more nominations before the nomination period ends on **November 18, 2022.**

For technical questions regarding the nomination website, click on the icon to the left of your name at the top right corner of the page.

Our contact information is:

Phone: (800) 654-5675   **E-mail:** milkenscholars@milkeninstitute.org

Thank you for your participation in the 2023 selection process for the Milken Scholars Program!