

COLLEGE SCHOLARSHIP APPLICATION PROCESS

Please read this carefully to familiarize yourself with the procedure.

Many scholarship organizations require transcripts (official or unofficial), letters of recommendation and standardized test scores. Since your teachers and counselor will be writing your college letters of recommendation, these are the letters you will use for your scholarship applications. Under the terms of the Family Educational Rights and Privacy Act (FERPA) any student who waives their rights to view their recommendation(s) is agreeing to not view any of their letters until they are enrolled at a postsecondary institution. We encourage you to waive your rights. It reassures colleges that the recommenders have provided support that is candid and truthful. Even if a student chooses to not waive their rights, they still cannot view any recommendations until after they have been admitted and enrolled in a college.

If, when reviewing scholarship requirements, they do not require any documents from our office ... that's great! You may submit on your own and NO other action is required. If official/unofficial school documents are required, the process is as follows:

There are a few ways with which I can assist you in the scholarship application process:

1. If you prefer to mail all of the documents yourself, I will provide you with sealed envelopes containing your official transcripts and letters of recommendation. These documents **MUST REMAIN SEALED TO RETAIN THEIR AUTHENTICITY**.
2. If you would like, I will mail ALL of your documents for you. You must provide all of the necessary documents required for the application. Be mindful of the instructions for the organization's requirements. I will send what you provide me – it is up to you to ensure that you have provided me with **EVERYTHING** necessary for a complete application package.
3. If your application is done completely online and requires you to upload a transcript, I can email you an *unofficial* transcript only. Most organizations that require uploaded transcripts will accept an unofficial copy. Please check with the scholarship organization to see if an unofficial transcript is acceptable.

All scholarship application requests must be accompanied by a form completed and signed by you and your parent/guardian. There is a one-time document fee of \$5.00 – whether you apply for one or 20 scholarships. Please complete a Scholarship Application Request Form – “The Green Sheet”. Forms are available on the School Counseling Website OR on the bookcase in the School Counseling Office.

Please know that I am here to assist you in this process. Check your email daily! There are lots of scholarship opportunities out there – both local and national! I will continue to send you emails each time that I post new scholarship opportunities, but I encourage you to search the web, check your local newspapers, or even check your LOCAL public high school's webpage to see what they are posting. It's a lot of work, but it can reap tremendous benefits!

Best of luck,

Mrs. Wood