



CHECKLIST

The following checklist is given to you in order to make sure you have not forgotten to complete a part of the process. Please complete all forms and apply by **May 1st** deadline.

PART 1

- _____ **Application: Merit-Based**
- _____ **Current Official School Transcript** – remind institution of deadline
- _____ **Reference** – This must be a *new* letter from a current teacher or professor (**not a counselor**) can be sent by mail or emailed to awards@kcssf.org
- _____ **Essay** – content, grammar and spelling will be evaluated
- _____ **Interviews** will be held in May. The Awards Committee Chairperson will contact you about your interview time.
- _____ (if unable to attend an interview) **Supplemental Essay**
- _____ (if unable to attend interview) **4"x 6" Headshot Photo or jpeg**
- _____ **REMINDER** – check with reference writer to make sure they submit the reference by our deadline*

PART 2

Students applying for NEED BASED Scholarship must supply the following:

- _____ **Application: Need-Based**
- _____ **Parents' IRS 1040 Income Tax Return** – most current (supporting schedules not required)
- _____ **Applicant's IRS 1040 Income Tax Return** – most current (supporting schedules not required)
- _____ **SAR Report** – which includes EFC (Estimated Family Contribution); this is the report that the Department of Education sent you upon receipt of your completed FAFSA form.
- _____ Copy of your institution's **Financial Aid Award** for the coming year (if the coming year is not available, then send the most recent available)

***It is your responsibility to make sure that all application materials, especially references, are post-marked by May 1st.**