

## 2017 Scholarship Application Checklist

Go to <https://public.dollarsforscholars.org/index.php?action=userLogin> to login and update your student profile. Deadline to submit your application is **March 16, 2017**. Late and incomplete applications will NOT be accepted. Use this checklist to ensure you have taken all steps to complete your application:

- Is your profile listed as 100% complete (each section under **My Information** should have a green vertical bar)?
- In the **Schools** section, did you select 2-year college, 4-year college, or Vocational/Technical School as your post-secondary institution? This should be the type of institution you plan to attend in the 2017-18 school year. Even though you may have plans to eventually attend graduate school, if you selected this choice, you will NOT be eligible for any Scholarship Assistance Fund (SAF) scholarships as these are only available to undergraduates and vocational students.
- In the **Essays** section, did you verify both essays are complete using 150 words or less? Points are deducted from essays that exceed this limit.
- Did you enter your **FAFSA EFC** in the **Financial Info** section?
- Did you upload your 2017-18 FAFSA Student Aid Report using the **Documents** section of the application? (NOTE: 2016-17 SAR's will not be accepted)
- For applicants under 18, did a parent/guardian complete their consent?
- For current high school students, did you verify that your high school counselor uploaded your high school transcript? (NOTE: enter your counselor's e-mail address in the **Transcripts & References** section. Check back here to see if your transcript has been uploaded)
- For current post-high school students, did you upload your official high school transcript and college/vocational school transcript to the **Documents** section? Applicants who have earned a General Educational Development (GED) certificate must upload an official report of their GED examination scores as well as transcripts from any high school(s), college or vocational schools attended.
- Did you verify that BOTH references have completed their recommendations? Please do NOT upload letters of recommendation to the **Documents** section; these will not be considered. You should submit your reference names and e-mail addresses in two locations on the application:
  - The first in the **Transcripts & References** section
  - The second in the **My Scholarships** section. Select the **References** button next to our chapter name, Scholarship Assistance Fund Dollars for Scholars.  
**NOTE:** If you need to change the reference listed here, please e-mail [support@scholarshipamerica.zendesk.com](mailto:support@scholarshipamerica.zendesk.com) and ask them to delete your current reference so you can add a new one.

**IMPORTANT:** Please verify you entered the correct e-mail addresses!
- In the **My Scholarships** section, did you search for and match to one of the Scholarship Assistant Fund scholarships?
- In the **My Scholarships** section, did you click the **Apply** button next to each Scholarship Assistance Fund scholarship to which you qualify? (NOTE: look under **Scholarships I've Applied For** in the **My Scholarships** section. Verify all the SAF scholarships end in 2017).