

**CHECKLIST for completing the ONLINE STUDENT PROFILE for CSF Westfield Dollars for Scholars Scholarships -2024-2025 Academic Year**

Section	Information required
<input type="checkbox"/> <b>Basic Info</b>	Enter or update all the double starred (**) items. Update items as information changes, particularly each new year you apply. Please note that the personal email address is VERY IMPORTANT. We use the email address provided to communicate with you! REFER TO YOUR INBOX OFTEN TO CHECK FOR ANY CORRESPONDENCE FROM US.
<input type="checkbox"/> <b>Additional Info</b>	Enter or update for the current year all the double starred (**) items AND in the Demographics section enter or update the response to the single starred “* First Generation to Attend College?”.
<input type="checkbox"/> <b>Schools</b>	Enter or update for the upcoming academic year all the double starred (**) items AND in the College Information Section be sure to enter or update these single starred (*) items: *Intended College, *Intended College App Status, *Intended/Current Major *“Anticipated Degree Type” - CSF only accepts undergraduate degrees; entering a Masters or PHD will disqualify your CSF application. *“Student will be enrolled:” - CSF accepts only full time; selecting less than full time will disqualify your CSF application.
<input type="checkbox"/> <b>GPA</b>	Enter or update all the double starred (**) items. Enter or update for the current academic year “GPA Information Available.” Only high school and college GPA needed. College students do not need to report High School GPA. GPA entered must match GPA in transcripts.
<b>Class Rank</b>	Not required or considered by CSF Westfield.
<b>Test Scores</b>	Not required or considered by CSF Westfield.
<input type="checkbox"/> <b>Activities</b>	Add or update activities including awards, offices and honors for the most recent four years. Returning students should update the “Current Activity” field and add any new activities. If you no longer participate in the activity answer with “No” and populate “End Date”.
<b>Awards</b>	Not required or considered by CSF Westfield.
<input type="checkbox"/> <b>Employment</b>	Add or update employment info for the most recent 4 years. As a returning student, update the question “Current Position” to “No” for jobs you no longer have. If the employment ended, populate “End Date”. Returning students please add new employment information.
<input type="checkbox"/> <b>Documents</b>	Upload the FAFSA Submission Summary (formerly SAR) for the upcoming academic year. Upcoming academic year is 2024-2025. College students upload the most recent complete college transcript; be sure name and GPA are on the transcript; unofficial is ok. (High School seniors refer to the Transcripts section below for information on Transcript requirements.)
<input type="checkbox"/> <b>Parent/Guardian Info</b>	Only required if student is under 16 years of age but Parent/Guardian information may be helpful for communication purposes.
<input type="checkbox"/> <b>Financial Info</b>	Enter or update the single started (*) item FAFSA SAI (formerly EFC). This is required by CSF Westfield. <b>The FAFSA SAI entered here must match the FAFSA SAI on the required uploaded FAFSA Submission Summary (formerly SAR).</b> Students with a FAFSA SAI greater than \$70,000 are ineligible for CSF Westfield scholarships.
<input type="checkbox"/> <b>Goals Essay</b>	Write, or edit the essay each year you apply to ensure the maximum score. Scoring is based on how well you answer the prompt “Please describe your plans as they relate to your educational and career objectives and future goals” in 300 words or less.
<input type="checkbox"/> <b>Unusual Circumstances Essay</b> <b>Note - NEW</b>	If this does not apply to you write in “Not applicable” to complete this section. The essay can be helpful to your total score and is considered for some scholarships <b>IF</b> you have faced difficult or unusual family or personal circumstances in your life that affected your school achievement, work experience or school /community activities; 300 words or less. <b>NEW - If there are multiple members in your household attending full-time undergraduate studies</b> during this 2024-25 academic year, enter their names and year in school here.
<input type="checkbox"/> <b>Transcripts</b>	High School seniors use this section to request transcript and GPA from your Guidance Counselor. College students upload the most recent complete college transcript into the Documents section. College students do not need to provide high school transcripts.
<b>References</b>	Not required or considered by CSF Westfield