



## Scholarship Application Checklist ADULT LEARNER

1. Create an account at [kcscholars.org](http://kcscholars.org) – click “Apply Now”
2. Confirm your account via the email address you provided
3. Log into your account
4. Complete the Eligibility Requirement Check
  - To determine your income eligibility, it is recommended that you complete your FAFSA.
  - If you are unable to complete the FAFSA in time to submit your KC Scholars scholarship application, you may complete the FAFSA4caster to calculate your Expected Family Contribution (EFC) to determine income eligibility. Refer to the FAFSA4caster guide located within the eligibility check for guidance.

**If you are eligible to apply, the list of tasks shown below will be generated. All tasks will be completed in the scholarship portal. You must complete the application first. After you have completed the application, you can complete the other tasks below in any order. All tasks must be completed before you can submit your application.**

- Complete the KC Scholars Adult Learner Scholarship Application
- Complete Adult Learner Essay
  - You will need to answer two prompts
  - Consider typing out your responses in a separate WORD document to give yourself time to review and the ability to save your response
- Send Request for Recommendation #1
  - Must be from a previous teacher or counselor recommender – give your recommender plenty of time to complete the recommendation.
  - Email address and first and last name of recommender will be entered
  - The recommendation cannot be written by a family member, friend, classmate, or teammate
  - If you have been out of college for a number of years and cannot locate past instructors, instead of an academic-related letter you may instead submit an additional recommender of your choice (an employer or supervisor or someone from you a location where you volunteer).
- Send Request for Recommendation #2
  - Can be someone of your choice (coach, pastor, scout leader, work supervisor, youth director, etc.) – give your recommender plenty of time to complete the recommendation.
  - Email address and first and last name of recommender will be entered
  - The recommendation cannot be written by a family member, friend, classmate, or teammate
- Upload Transcripts
  - Must include official transcripts from all colleges and universities you attended from which you earned college credits
  - Contact the college and/or university you attended to learn more how you can obtain a digital copy of your transcript
- OPTIONAL, IF APPLICABLE: Appeals Application
- Sign Participation Agreement
- Submit\*

**\*Once you have completed all tasks and your recommenders have submitted their recommendation forms, you can then log into your account and submit your application.**

**Deadline to apply is March 3, 2017**

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