



Scholarship Application Checklist TRADITIONAL (11th graders)

1. Create an account at 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
 - 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 Traditional Scholarship Application
- Complete Traditional Scholarship 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 a 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
- 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 is needed to send request
 - The recommendation cannot be written by a family member, friend, classmate, or teammate
- Upload Current High School Transcript
 - Must show five semesters which includes 9th and 10th grade years, through and including fall semester of 11th grade (December 2016)
 - Check with your high school counselor or registrar to obtain a digital copy of your transcript
- OPTIONAL: Upload ACT/SAT Scores
- Sign Participation Agreement
 - If under the age of 18, you will need your parent/guardian to be with you when you sign the participation agreement so they can also sign it
- 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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