



PAGE 5 – CHECKLIST AND SIGNATURE



To be sure all required information is enclosed in the application packet, all high school and college students should check at least one box for all numbers, as follows:

High School Students: Check one box for each number with the exception of #6 and #7 which ask for a college transcript and a recommendation from a college advisor.

College Students: Check one box for each number with the exception of #3 and #4, which ask for page 6 of the application and a guidance letter of recommendation.

1. Application: Pages 1 through 5 should be in order and stapled together.

2. Essay: Your essay should be computer-generated or typewritten and on a separate piece of paper. Be sure to put your name on the top of the page in case your essay becomes separated from your application during the evaluation process.

3. High School Evaluation (page 6): If you are a *high school student*, you should complete the top part of this evaluation which asks for your name, last four digits of your Social Security Number, your high school, the date and your signature, which authorizes school officials to release the secondary school record and other required information for consideration to the Phillips Scholarship. When you have completed the top portion of page 6 “TO THE APPLICANT”, you should bring it to your guidance counselor so that he/she may complete his/her portion and attach a recommendation, transcript and school profile. If your guidance counselor doesn’t know you well enough, he/she may ask a teacher to complete the form instead. If school policy prevents guidance from releasing evaluations, recommendations or transcripts, you may submit your part of the application to guidance with an addressed and stamped envelope which will allow guidance to send the packet to the Scholarship Office. **Home Schooled students** should have this form completed by the person responsible for their education, in addition to the Home School form which can be found on our website under “Forms.” College students are not required to submit page 6 of the application nor the Home School Form.

4. Guidance Letter of Recommendation: If you are a *high school student*, you need one recommendation from your guidance counselor, which may be something he/she has written for your college admissions applications. If your guidance counselor has asked a teacher to complete page 6, this letter of recommendation may be from that same teacher. The letter of recommendation must be enclosed in a sealed envelope along with the page 6 of the application. College students are not required to complete page 6 of the application.

5. Official High School Transcript: If you are a *high school student*, your high school transcript, along with 1st semester senior grades, should be included with your guidance packet, although it need not be in a sealed envelope. If you are a *college student* you need to contact your former high school and request that a transcript be sent, preferably to you, to include in your application. If it is your high school’s policy not to send transcripts to students, they may mail it directly to the Scholarship Office.

6. College Advisor or Faculty Member Letter of Recommendation: If you are a *college student*, you should ask your college advisor or a faculty member to write a recommendation and return it to you in a sealed envelope, preferably with his/her signature across the back flap. We understand that some students are not well known by their advisor or professors and suggest that if the situation applies to you, you should be sure to submit more than the two required recommendations. A supplemental recommendation may be from a high school teacher, guidance counselor, employer, religious leader or community service advisor. The more information we have about you, the better we can evaluate you.

7. College Transcript: If you are a college student, you need to send the high school transcript listed above in #5, in addition to a college transcript with grades through the fall of 2007. Either an official or unofficial transcript is acceptable; however, either must be enclosed in your school’s registrar’s envelope.

8. Second Recommendation: Both *high school* and *college students* are required to submit a second letter of recommendation from a teacher, professor, employer, religious leader or community service advisor. Additional recommendations are optional but helpful if they specifically address areas other than the two required letters.

Financial Information:

9. Pages 7 to 9 of the Application: Clip together the Financial Information and Eligibility Calculator (page 7), the Worksheet for Calculating and Determining Cost of Attendance for 2008-2009 (page 8) and the Financial Funding Sources for College (page 9). The remaining required financial information should be clipped together with pages

7 to 9 so that all papers pertaining to your finances will be together. If you need additional space to explain Special Financial Circumstances, Investments or Cash from page 7, please attach an additional sheet to your financial packet.

10. Copy of the Complete 2008-2009 Student Aid Report:

In order to complete the financial eligibility calculator on page (page 7), you will need your Student Aid Report (SAR) from FAFSA. To qualify for college financial aid, you should have completed a FAFSA form, most likely online, and can access, also online, the results of the government's calculations of your Federal eligibility on the Student Aid Report or SAR. Your SAR includes your Expected Family Contribution (EFC), or the amount the Federal Government says you and your family should be able to contribute towards college expenses and the figure which determines how much money in aid you are eligible to receive. Instructions as to how to access your SAR online and how to print the Summary Sheet that we require are below. (These same instructions can also be found on our website, www.phillips-scholarship.org. Go to the New Applicants page and click on the "Sample SAR" link. There you will also see a sample of the actual format of the SAR.)

To access your on-line SAR, follow these steps:

1. At the FAFSA website, click on "View and Print your SAR" in the Follow-up section (section number 3).
2. Select the 2008-2009 School Year, then confirm your identity with your Social Security Number and your PIN.
3. At "Transactions" click on the number (01, 02 etc.) of your most recent transaction. This brings you to the page "Processing Information," where you can select "Print Summary" from the left-hand navigation bar. If there are no transaction numbers to click on, select Print Summary from the navigation bar on the left side of the page.
4. Select the PDF version, and print it.

The information from the Student Aid Report (SAR) that is required for the Phillips Scholarship is as follows:

1. EFC or Expected Family Contribution
2. Summary Information – usually in a grid format, summarizing the information you submitted in your FAFSA application.
3. Loan Summary – this is for college students only and summarizes all Federal Loans to date.

For the most complete information regarding the FAFSA and SAR, please visit the website

<http://www.fafsa.ed.gov>, and click on "Discover Your Opportunities."

Note: The paper SAR that you receive if you file by mail may come in a 2 or 8 page report. Please send all pages that you receive by mail.

11. Copy of the Financial Aid Award Letter from the Institution You Will Attend/Now Attend: When you are accepted to a college or university, you will receive a Financial Aid Award Letter, which will detail the grants, scholarships, loans and work study that the school and Federal Government will provide you. You will use this information, along with your EFC from FAFSA detailed in #10, to determine your financial eligibility for the Phillips Scholarship. Your application will not be evaluated unless you have submitted your award letter. If you are a current college student, you should send the most recent award letter you've received from Financial Aid. In most cases, this will be the letter mailed to you in the summer of 2007 for the 2007-2008 academic year.

12. Copy of the Student's signed 2007 IRS 1040 Tax Form, pages 1 and 2 only: The application asks you to list your work (page 4) and your 2007 earnings (page 9). This information should agree with the information on your IRS 1040 or 1040EZ Form for 2007. If you did not file a 1040, attach a statement listing your employment, income and the reason for not submitting the 1040 form. If you did not work in the past 12 months, you should have detailed your reasons on the bottom of page 4 of the application. Please note, unless circumstances prevent it, we expect applicants applying to the Scholarship to be working to earn some money for their college education.

13. Copy of Parents' signed 2007 IRS 1040 Tax Form, pages 1 and 2 only:

1. If parents filed jointly, you should submit their 1040 Form
2. If your parents filed individually you should submit both 1040 Forms
3. If your parents are divorced, the parent with whom you live 51% or more of your time will be listed on your FAFSA application and should submit his/her 1040 form, pages 1 and 2. The other non-custodial parent should provide his/her forms as well (see #15).

14. Copy of 2007 IRS Schedule C (Profit or Loss from Business): If either parent filed a Schedule C in 2007, copies of that schedule should be included with your application.

15. Copy of Non-Custodial Parent's signed 2007 IRS 1040 Tax Form, pages 1 and 2 only: If your parents are divorced, separated or never married, you need to provide the non-custodial parent's 2007 1040 IRS Tax Forms with your application. The non-custodial parent may submit the form to us directly by mail or fax. If the non-custodial parent refuses to submit his/her form, or it is unavailable, it would be helpful to have a copy of a waiver from the college/university; a court order; or other documentation stating that the non-custodial parent is unavailable or not responsible for supporting the student with his/her educational expenses. Applications from students without documentation regarding the unavailability of the non-custodial parent will be considered and eligibility to apply will be determined on a case by case basis.

Applicant's Signature: By signing the bottom line on page 5, you are declaring that all information that you have provided in the application is true to the best of your knowledge. Any information which we find to be false automatically eliminates any student from consideration. Also, by signing, you are giving the staff of the scholarship permission to use your name or writings, although we notify students when their names will be in print on the website or any other publications. Lastly, by signing, you are giving the staff at the Phillips Scholarship permission to speak with your financial aid advisor regarding your financial circumstances so that we can better determine your eligibility. Please note that we take great care to keep students' financial and academic applications strictly confidential.