



## HIGHER EDUCATION GRANT APPLICATION CHECKLIST

The following items are required to complete your Higher Education application. Your application will not be complete until all items have been received in our office. Do not send faxed applications or documents—we must have the originals:

- \_\_\_ 1. **HIGHER EDUCATION GRANT APPLICATION.**
- \_\_\_ 2. **STATEMENT OF PRIVACY FORM.**
- \_\_\_ 3. **PERSONAL LETTER** — state information about yourself, the school you will attend and your major, why you need a grant, how you plan to use the funds, what degree you will obtain, objectives following graduation, etc. Address plans to attend a 4-year university, if you are attending a 2-year program.
- \_\_\_ 4. **DEGREE PLAN** — Can be copied from school catalog or picked up from advisor.
- \_\_\_ 5. **CERTIFICATE OF DEGREE OF INDIAN BLOOD (CDIB)** — A one-page CDIB (not a tribal ID card).
- \_\_\_ 6. **OFFICIAL HIGH SCHOOL TRANSCRIPT OR GED TEST SCORES AND DIPLOMA/CERTIFICATE.**
- \_\_\_ 7. **OFFICIAL COLLEGE TRANSCRIPT.\***
- \_\_\_ 8. **COLLEGE ADMISSION LETTER/LETTER OF ACCEPTANCE.**
- \_\_\_ 9. **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** — student **MUST** apply for PELL grant.
- \_\_\_ 10. **FINANCIAL NEEDS ANALYSIS (FNA) FORM.\*\***
- \_\_\_ 11. **OFFICIAL CLASS SCHEDULE** — on school letterhead or stamped by registrar.
- \_\_\_ 12. **LETTER FROM ADVISOR\*\*\*** — stating they must attend summer school to attain degree requirements and graduate at end of summer.
- \_\_\_ 13. **DEGREE EVALUATION FROM JUNIOR LEVEL APPLICANTS** — senior-level applicants are also required to send a letter from their advisor listing anticipated date of graduation.

\* does not apply to freshmen

\*\* If attending summer school—submit two FNAs (one for fall/spring and one for summer)

\*\*\* required if attending summer school in order to graduate

### APPLICATION DEADLINES

Fall semester June 1<sup>st</sup> — Spring semester November 1<sup>st</sup> — Summer semester April 1<sup>st</sup>

### QUESTIONS?

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*Email correspondence is strongly encouraged.*