Application Checklist

Here's a list of items you will need to complete your application:

☐ **High School Transcripts**
Does not have to be a certified copy. .DOC, .PDF., and .JPG files are preferred if attaching to application or emailing separately.

☐ **College Transcripts** *(if applicable)*
Does not have to be a certified copy. .DOC, .PDF., and .JPG files are preferred if attaching to application or emailing separately.

☐ **SAT and/or ACT Test Scores**
Does not have to be an official version from the test provider. A copy, screen shot of test portal, etc. are acceptable. .DOC, .PDF., and .JPG files are preferred if attaching to application or emailing separately.

☐ **Personal and Educational Background Information**
This will include education information and items such as extracurricular activites, sports involvement, community service, employment history, volunteer work, club memberships, etc. as well as parent employment/income and information on additional sources of educational funding.

☐ **Reference Letters** *(at least two)*
Letters should come from sources, other than family, such as teachers, church leaders, organizational leaders, employers, etc. Letters should provide additional information regarding your scholastic and community involvement that is not already reflected in your application.

*If selected to receive a scholarship, you will be asked to provide a photo to be included in the annual report. We ask that the photo be a headshot and one that was taken professionally, if available. Emailing pictures electronically is the preferred method, however regular mail is acceptable.

**If selected to receive a scholarship, you will also be asked to fill out and send in a provided form to confirm your college of attendance. Scholarships will not be distributed until the form is signed and returned. Emailing forms electronically is the preferred method, however regular mail is acceptable.

Colonial Agricultural Educational Foundation