



# 2024 APPLICATION CHECKLIST

Complete the online application and submit supporting documents where prompted in the online application. All application packets must be submitted no later than 14 March 2024. Applicants will be notified when the CSA Scholarship Committee has received your application. You will be notified if anything is missing. Any applications that are incomplete or submitted beyond the deadline will not be considered. Any forms submitted in addition to those requested will not be considered. Please direct questions to [csatribasescholarships@gmail.com](mailto:csatribasescholarships@gmail.com).

\*If any circumstances require you to submit an application via mail, please contact the Combined Spouses Association at the email address above. If submitting via mail, the application packet must be postmarked no later than Thursday 14 March, 2024 by 1500 GMT. Please ensure all mailed materials are single-sided and attached using paper clips (no staples).

## **A COMPLETED APPLICATION PACKAGE MUST CONTAIN:**

1. A completed Scholarship Applicant Form
2. Transcript of grades.
  - a. NOTE: High school grades should cover freshman through midterm senior year for graduating seniors. If the applicant does not attend a school certified by either the Department of Defense Education Activity, the applicant's parent or guardian must provide a statement verifying the applicant's academic competence and satisfactory performance.
  - b. College transcripts must cover the most recent academic year.
  - c. For Licensure/Vocational - Most recent academic institution transcript
  - d. Must include cumulative GPA and SAT and/or ACT scores.
3. Two letters of recommendation
  - A. One letter from a member of your school's faculty

- B. One letter from a member of your community who is not related to you (friend, neighbor, church leader, etc.)
  - C. Essay (online upload) Please respond to the prompt in section 5 of the online application in an essay no longer than 600 words. Your essay will be evaluated on clarity, organization of ideas, originality, creativity of content, and usage of standard English language. No format rules apply to this essay. We want to hear your thoughts and experience based on your response to the prompt listed.
4. A Copy of your sponsor's orders, DD214 OR Dependent Verification Form (found on [sheppardspousesclub.org/scholarships](http://sheppardspousesclub.org/scholarships))

**SUBMIT YOUR COMPLETED APPLICATION ONLINE AND UPLOAD REQUIRED DOCUMENTS WHERE PROMPTED ON APPLICATION.**