

University of Hawai'i System Scholarship Checklist

- **Become a UH Student**
 - If you are not admitted to a UH campus, apply for Admissions to any of the ten (10) UH campuses at www.hawaii.edu/admissions.

- **File the Free Application for Federal Student Aid (FAFSA)**
 - Complete the FAFSA online at www.fafsa.gov
Documents you will need to file the FAFSA:
 - Your Social Security Number
 - Parents' Social Security Number (if applicable)
 - Driver's license number
 - Alien registration number (if applicable)
 - Federal tax information including W-2 information, for you (and spouse) and parents (if applicable)
 - Records of any untaxed income
 - Information on savings and checking accounts, investments business and farm assets

- **Transcripts**

Some scholarships require a transcript for consideration, so uploading your high school and/or college transcripts is highly recommended in order to be considered for as many scholarships as possible. Transcripts must be uploaded by March 1, 2018 in order to be included with your application. Please be aware that uploading your transcripts in this system is for scholarship purposes only and will not satisfy a request for transcripts by any other UH office.

 - **Students with 0-12 college credits:**
 - If you have completed 0- 12 college credits at any UH campus, please upload your high school transcript and any previous college/university transcripts, if applicable. If your high school will not release a copy directly to you, then please have it sent directly to the UH System Financial Aid Office at 2444 Dole Street, Bachman Annex 9, Room 6, Honolulu, HI 96822. If you attended more than one high school, please request/upload a transcript from each of the high schools.
 - **Students with > 12 college credits:**
 - If you have completed 12 or more credits at one or more UH campus(es) only (no other colleges/universities), no transcript is necessary to be considered for scholarships because all of your grades are already available to the scholarship committee.
 - If you have completed 12 or more college credits at one or more non-UH campus(es), please upload your college/university transcript(s). Note that no high school transcript is necessary, but if you attended more than one college or university, you will need to request a transcript from each college/university that you attended.

Please upload your transcripts or have them sent to the UH System Scholarship Office:

University of Hawai'i
Office for Student Affairs
ATTN: UH System Scholarship Office
2444 Dole Street
Bachman Annex 9-6
Honolulu, HI 96822

- **Letters of Recommendation** – Must be submitted by 4:00 pm HST on March 5, 2018.

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- Request permission from at least two (2) recommenders to write Letters of Recommendation. You will need to have their email addresses for the scholarship application.

- **Personal Statement**
 - Prepare your personal statement in a Word document or PDF, then copy and paste it into the scholarship application.

- **Essay(s)**
 - Prepare the essay(s) in a Word document or PDF, then copy and paste it into the scholarship application.

- **Complete the UH System Common Scholarship Application** – Applications must be submitted by 4:00 pm HST on March 1, 2018.
 - Log onto Scholarship Manager and complete the UH System Common Scholarship Application at <https://uhsys.scholarships.ngwebsolutions.com>

If you have any questions or concerns, please contact the UH System Scholarship Office at scholars@hawaii.edu