



2019 Scholarship Application Checklist

ADULT LEARNER

1. Create an account at kcscholars.org – click “Apply Now” (if you are a returning user and already have a KC Scholars account, you will log in and not need to register for an account)
2. Confirm your account via the email address you provided
3. Log into your account
4. Complete the Eligibility Requirement Check
 - To determine your income eligibility, it is recommended that you complete your FAFSA.
 - If you are unable to complete the FAFSA in time to submit your KC Scholars scholarship application, you may complete the FAFSA4caster to calculate your Expected Family Contribution (EFC) to determine income eligibility. Refer to the FAFSA4caster guide located within the eligibility check for guidance.
 - To complete the 2019-20 FAFSA, go to www.fafsa.gov

If you are eligible to apply, the list of tasks shown below will be generated. All tasks will be completed in the scholarship portal. You can complete tasks below in any order. All tasks must be completed before you can submit your application.

- Complete the Applicant Form
- Complete Essay Prompts
 - You will need to answer the following two prompts:
 - **Essay Prompt #1:** How will earning a college degree OR now your bachelor’s degree enable you to reach your personal and/or career goals?
 - **Essay Prompt #2:** Why should you be selected to receive a scholarship?
 - Consider typing out your responses in a separate WORD document to give yourself time to review and the ability to save your response
- Send Request for Recommendation #1 – the recommender will receive and complete an online form. Letters are not accepted.
 - Can be someone of your choice (current or previous teacher, counselor or advisor, employer, community leader, etc.) – give your recommender plenty of time to complete the recommendation.
 - Email address and first and last name of recommender will be entered
 - The recommendation cannot be written by a family member
- Send Request for Recommendation #2 – the recommender will receive and complete an online form. Letters are not accepted.
 - Can be someone of your choice (current or previous teacher, counselor or advisor, employer, community leader, etc.) – give your recommender plenty of time to complete the recommendation.
 - Email address and first and last name of recommender will be entered
 - The recommendation cannot be written by a family member
- Upload Transcripts
 - Must include official or unofficial transcripts from all colleges and universities you attended from which you earned college credits
 - Contact the college and/or university you attended to learn more how you can obtain a digital copy of your transcript
- OPTIONAL, IF APPLICABLE: Request to Attend College Outside of the Postsecondary Network
- Sign Participation Agreement
- Submit*

***Once you have completed all tasks and your recommenders have submitted their recommendation forms, you can then log into your account and submit your application. Only submitted applications will be considered.**

Deadline to apply is midnight on March 1, 2019