

KC SCHOLARS

Adult Learner Scholarship Application Checklist

(General Cycle – January 1 – February 28)

STEP ONE: Create an Account at www.kcscholars.org

- If you're a returning user, you can login instead of registering for a new account
- Check your email and click the link provided to confirm your new account

STEP TWO: Complete the Eligibility Requirement Check

- To determine your income eligibility, complete the 2020-2021 FAFSA at www.fafsa.gov
- Enter your EFC (Expected Family Contribution) in the Eligibility Quiz. Your EFC will appear on your FAFSA confirmation page.
- If you are not able to complete the FAFSA, you can complete the FAFSA4Caster to calculate your EFC by visiting <http://www.kcscholars.org/fafsa4caster>

You can complete the following tasks in any order:

Complete the Applicant Form

- The applicant form consists of 7-8 pages and will take you approximately 20 minutes to complete

Send Two Online Recommendation Requests

- Select two people to be recommenders
 - Can be an employer, counselor, community leader, previous instructor, etc.
 - Recommender cannot be a family member, friend, classmate or teammate
- Recommenders must complete an **online** recommendation form; letters are **not accepted**
 - Enter in the name and email address of your recommenders in the application portal. KC Scholars will email them an online form to complete. Follow up with your recommenders to ensure they received it.
 - Complete this section early to give your recommenders plenty of time to complete the recommendation
- Both recommenders **must** complete their forms before you can submit your application

Complete Personal Statement

- Respond to the following prompts:
 - **Prompt 1:** How will earning a college degree or now your bachelor's degree enable you to reach your personal and/or career goals?
 - **Prompt 2:** Why should you be selected to receive a scholarship?
- Type out your responses in a separate document to allow time to review and so you can save your responses.
 - KC Scholars **cannot** send you a copy of your personal statement after you submit your application.
 - Word count for each prompt is 250 minimum, 750 maximum

Upload Transcripts from Previous Institutions (can be unofficial)

- Upload unofficial transcripts from all colleges/universities from which you've earned college credit.
 - Contact your college to learn how to obtain a digital copy of your transcript.
- Scanned transcripts or photos of the transcript are acceptable, as long as all information is legible.

OPTIONAL: Request to Attend College Outside of the Postsecondary Network

Sign the Online Participation Agreement

Submit Your Full Application by 11:59pm on February 28, 2020!

***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.**

Contact us at info@kcscholars.org or 816-581-5700 if you have any questions!