

# Regents' Scholarship Application Checklist & FAQ for 2019

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REGENTSSCHOLARSHIP.ORG

Students apply for the Regents' Scholarship in their senior year by creating an account on the Regents' Scholarship Student Portal. Once logged in, you will complete the application and mail the required supporting documents.

If at any point you need assistance with your application call our office at 801-321-7159 or send a message through your Message Center. DO NOT rely on other sources for information regarding your application.

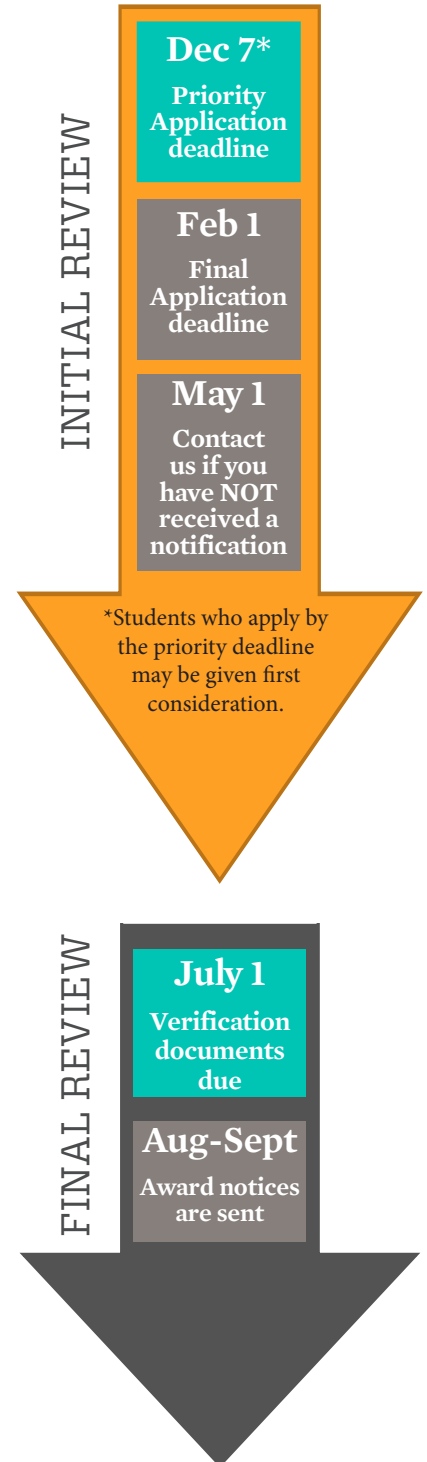
## YOUR DOCUMENT CHECKLIST

A checklist showing what is required for submission is provided in your student account once you have submitted the application. It is specific to your application, and is only as accurate as the information you have provided to us.

The document checklist is updated as documents are submitted and verified. Verification may take 7-10 business days and could be longer during peak submission times. For mailed documents, you may want to consider certified mail as a way to track the delivery of the documents.

REQUIRED DOCUMENTS	
DOCUMENT	HOW TO SUBMIT DOCUMENTS
1. <b>ONLINE APPLICATION</b>	<ul style="list-style-type: none"> <li>Submit the application through your account.</li> </ul>
2. <b>FINAL OFFICIAL HIGH SCHOOL TRANSCRIPT</b> for the high school from which you will graduate.	<ul style="list-style-type: none"> <li>It is preferred to have your high school send them via an electronic transcript exchange, but they can also be mailed.</li> <li>E-mailed or faxed transcripts are not accepted.</li> </ul>
3. <b>OFFICIAL COLLEGE TRANSCRIPT(S)</b> If you earned college credit for any English, math, social science, science or world language course(s) that is required to qualify for the scholarship completed during <b>grades 9-11</b> . <ul style="list-style-type: none"> <li>This is required even if these classes are included on your high school transcript because your application is evaluated off of the college credits earned as reflected on the college transcript.</li> </ul>	<ul style="list-style-type: none"> <li>Use the college's electronic transcript exchange system to send to our office. If you are required to provide an e-mail address for the recipient, use regentsscholarship@ushe.edu.</li> <li>If mailed, transcripts must be in a college/university sealed envelope to be official.</li> <li>E-mailed or faxed transcripts are not accepted.</li> </ul>
4. <b>ACT Scores.</b> A copy of your score report or the ACT scores listed on the official high school transcript.	<ul style="list-style-type: none"> <li>If submitting ACT scores that are reflected on your transcripts follow instructions above under the transcript section.</li> <li>Or ACT scores can be mailed.</li> </ul>
5. <b>FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)</b>	<ul style="list-style-type: none"> <li>You must submit the FAFSA through <a href="https://studentaid.ed.gov/sa/fafsa">https://studentaid.ed.gov/sa/fafsa</a>.</li> </ul>

## IMPORTANT DATES



# FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION

## 1. What is the application process like?

**First:** Students create an account using the Regents' Scholarship Portal in order to submit the online application and all supporting documents. Once a student's complete application file has been received, a review is conducted to determine if the student is on-track to earn the scholarship.

**Second:** Students will be notified of their status through their Regents' Scholarship account in their Message Center no later than May 1, 2019. If you do not receive a notice by this point in time, please contact our office.

**Third:** Students who are identified as being on-track are required to submit verification documents by July 1, 2019. Verification documents provide the necessary information to determine if the student has in fact met all requirements of the scholarship by the time they graduate from high school.

**Forth:** Students are notified of the outcome of the final review via the Message Center in their Regents' Scholarship account.

## 2. When is the deadline to apply?

Application materials are required to be postmarked by **February 1, 2019**. You are encouraged to meet the priority deadline by submitting everything by **December 7, 2018**.

## 3. I have questions about the FAFSA, are there any resources to help me fill out the FAFSA?

YES! A tutorial video is available here: <https://youtu.be/d1GmaBMD-oY>. You can also check out [studentaid.ed.gov](http://studentaid.ed.gov) or contact a college's financial aid office for assistance.

## 4. How will the scholarship office communicate with me regarding my application?

We will send important information to your Message Center in your scholarship account. When a message is sent to your student portal, you will also receive an email notifying you that you need to log in and check your message. You can also opt to receive text message notifications. If you opt for text messages ensure your cell phone settings allow for the delivery of short code texts. Check your email often and if you have a message from us, log in to your account to read your messages as soon as possible. Failure to follow up may result in loss of consideration for the scholarship.

## 5. I earned college credit for a course, do I need to submit a college transcript even though the class is also listed on my high school transcript?

**YES!** Your application will be evaluated off of the college credits earned as reported on the official college transcript. You may not have physically set foot on a college campus, but if you earned college credit through the concurrent enrollment or distance education programs you will be required to submit an official college transcript. If you do not submit the official college transcript your file will be considered incomplete resulting in the loss of consideration for the scholarship.

## 6. How do I know if the documents I submitted have been received?

Log in to your student account and click on the Document Checklist. There you can see what documents we have received. Keep in mind that mail processing time is up to 10 business days; it may not be feasible to receive a confirmation prior to the deadline if documents are submitted fewer than 10 days before the deadline. Please note, when submitting the online application, the date of submission will auto-populate once you press submit. Documents that you mail will need to be processed by hand, then a date will be entered. You are encouraged to submit your application documents via certified mail, which gives you a way to track the receipt of the documents.

## 7. If I decided to change my class schedule after I submitted my application, will this impact my application?

**YES!** Changing what classes and/or where you are taking a class is NOT recommended. Remember, the checklist found in your student account is only as accurate as the information you have provided us. If you make changes the checklist may not be right. If you absolutely must change your class or where you are taking the class, contact us first to make sure it will not impact your eligibility.

## 8. When will I find out how much my award will be worth if I qualify?

Students will receive notice if they are on-track to earn the scholarship no later than May 1. Sometime after this, students will be receiving a Financial Aid Award Letter indicating their scholarship award from the college(s) where they have applied. Each college or university has their own financial aid processing timeframes, some colleges will notify students of their financial aid package in the spring, others wait until mid-summer. If you have questions about what your aid package will be please contact the financial aid office of the college you are planning to attend. Keep in mind that in order to receive the Regents' Scholarship, you must complete all requirements and submit the required documents by July 1, 2019. Failure to submit final documents will result in the loss of consideration for the scholarship.