

2014-15 OSAC Scholarship Application Worksheet

Use this worksheet to record your scholarships and other information you will need for your online application.

This worksheet is optional and only the OSAC Scholarship Application submitted online is valid. Complete and submit your application online at www.OregonStudentAid.gov/scholarships.

DO NOT MAIL THIS WORKSHEET! It will not be accepted as a valid application.

1 Identifying Information

Who is Filling Out the Application?

Identify yourself as the Student Applicant (graduating HS student, first-time freshman, college student), Test Applicant (parent, counselor, advisor, volunteer), or Current HS Junior. This will not appear on your printed application. Checking the Student Applicant box certifies that you are the student completing this application, writing the Personal Statements, Activities Chart, and scholarships essays.

- Student Applicant
- Test Applicant
- Current High School Junior
- Current High School Sophomore or younger

How did you hear about the OSAC Scholarship Application?

- High school counselor, teacher or registrar
- ASPIRE/ASPIRE Mentor
- College financial aid office
- College fair or College Goal Oregon
- Career Information Systems (CIS)
- OSAC scholarship workshop
- Internet Search
- Public library
- Employment office
- Tribal Center
- Link from another website; Fastweb; Scholarships.com, etc.
- Facebook/Twitter
- Newspaper article
- The Ford Family Foundation
- Other

Your legal name (first, middle initial and last name). Make sure it is the same name used when filing your FAFSA.

Legal First Name, Middle Initial, Last

Other legal name (first or last) or nickname used on transcripts or other documents you are submitting to OSAC. Include it only if different than above.

Other First and/or Last Name

Your Social Security Number. If you do not have a valid social security number (SSN), enter 111111111. With a valid SSN, you will be considered for all scholarships. Without a valid SSN, you will be considered only for merit-based scholarships (academic or other merit achievements).

Social Security Number

Birth Date: Format: mm/dd/yyyy

Birth Date

2 Create Your Application & Student Profile User Name and Password

My Contact Information

Your OSAC Scholarship Application User Name. Your user name must be 8-20 letters or numbers.

User Name

Your OSAC Scholarship Application User Password must be 8-20 letters and numbers, and include at least 1 letter and 1 number. Do not use spaces, hyphens, or special characters.

Password

Your OSAC Scholarship Application will assign you a 5-digit application number for the 2014-15 application year. Write it down!

OSAC Scholarship Application Number

3 <input type="checkbox"/> Permanent Street Address and Current Mailing Address, E-mail, Phone	
<p>Your permanent street and current mailing address. Enter a current mailing address only if it is different from your permanent street address. Include apartment number, if applicable. If you use a P.O. Box number, enter it as your current mailing address; do NOT enter it in your permanent street address.</p> <p>If too long, abbreviate directional names and street types: N for North, Dr for Drive or Apt B to B.</p> <p>Note: that for the purpose of OSAC scholarships, your county of residence is based on your permanent street address.</p>	<p>Permanent Street Address <input type="text"/> County <input type="text"/></p> <p>City / State / ZIP code + 4 <input type="text"/></p> <p>Current Mailing Address <input type="text"/> County <input type="text"/></p> <p>City / State / ZIP code + 4 <input type="text"/></p>
<p>Your e-mail address. OSAC will use this e-mail address to:</p> <ul style="list-style-type: none"> • notify you that OSAC received your scholarship application • transmit automatically generated notifications • notify you to submit or upload a required document <p>Spam filter? Make sure your e-mail account is set up to accept first-time e-mail communication from OSAC's domain "osac.state.or.us". See www.OregonStudentAid.gov/whitelistEmail.html.</p> <p>OSAC may not contact you by other means if you do not supply an e-mail address or your e-mail is invalid.</p>	<p>E-mail address <input type="text"/></p> <p>Note: After entering your e-mail address, you will receive a notification that your e-mail test has been sent.</p>
<p>Primary and Alternate Phone Numbers. Include area code. Ex: 541-687-7400</p> <p>Can OSAC text message you? Indicate which phone number(s) we can use to text you or select "Don't text message me".</p>	<p>Primary Phone Number <input type="text"/> Check if cell phone <input type="checkbox"/> OK to Text Me <input type="checkbox"/> Don't Text <input type="checkbox"/></p> <p>Alternate Phone Number <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<input type="checkbox"/> 4 Citizenship, Oregon Residency, Work Hours, Children's Ages, Marital Status	
<p>Scholarship eligibility requirements. Unless otherwise specified in the individual scholarship descriptions on www.OregonStudentAid.gov/scholarships-eligibility, you must:</p> <p>a. Be an Oregon resident. For residency requirements, including tribal residency, visit www.OregonStudentAid.gov/scholarships-residency.</p> <p>b. List Oregon as your home of record if you are a member of the U.S. Military.</p> <p>c. Attend an eligible institution. Scholarship awards can be used only at U.S. institutions that are eligible to participate in Title IV federal student aid programs. U.S. military academies are not eligible.</p>	<p>Specify your citizenship status.</p> <p><input type="checkbox"/> 1. U.S. Citizen</p> <p><input type="checkbox"/> 2. Eligible noncitizen in U.S. for other than a temporary purpose and intend to become (or have become) a permanent resident.</p> <p><input type="checkbox"/> 3. Neither</p>
<p>Oregon residency. Will you have lived in Oregon 12 months preceding enrollment for the fall term or semester? If not, see the exceptions listed at www.OregonStudentAid.gov/scholarships-residency.</p> <p>State of legal residence. Make sure it is the same answer used when filing your FAFSA. Select from the drop-down list.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>State of legal residence <input type="text"/></p>
<p>If you are not an Oregon resident, what is your county of residency?</p>	<p>County of residency <input type="text"/></p>

<p>Work Hours. Are you working 20+ hours per week during the current academic year (2013-14)?</p> <p>Are you planning to work 20+ hours per week during the next academic year (2014-15)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Your children's ages. If you, the applicant, are the custodial parent of your children, provide only their ages in years (do not enter fractions; enter 1 for a child less than a year old; leave blank for no children). If you have more than 4 children, enter the ages of your 4 youngest children.</p> <p>Marital Status. What is your (the applicant's) marital status as of today? (Make sure it is the same answer used when filing your FAFSA if you do not select "Domestic Partner")</p>	<p>Age Age Age Age</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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<p>Marital Status. What is your (the applicant's) marital status as of today? (Make sure it is the same answer used when filing your FAFSA if you do not select "Domestic Partner")</p>	<p><input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Domestic Partner</p> <p><input type="checkbox"/> Married <input type="checkbox"/> Divorced</p> <p><input type="checkbox"/> Remarried <input type="checkbox"/> Widowed</p>
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5 Gender, Ethnic Group, and Foster Care

<p>Gender</p>	<p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Choose not to say</p>
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<p>Ethnic Group. OSAC does not provide individual ethnicity data to donors and scholarship selection committees. OSAC uses ethnicity data in aggregate form to gain information on how we can reach diverse communities throughout Oregon.</p>	<p>Are you Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to say</p> <p>Select one or more races from the following five racial groups:</p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> White <input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Choose not to say</p>
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<p>Foster Care or ILP. Are you currently or formerly in foster care, or are you participating in an Independent Living Program?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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6 Contact Information

<p>Specify relationship of Contact #1</p> <p>OSAC requires at least one contact in case your contact information is incorrect, out-of-date, or missing.</p>	<p><input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Other</p> <p>Last Name/First Name</p> <p><input type="text"/></p> <p>Address / City / State</p> <p><input type="text"/></p> <p>Primary phone number Check if cell phone Ok to text message</p> <p><input type="text"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Alternate phone number</p> <p><input type="text"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>E-mail</p> <p><input type="text"/></p>
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<p>Have you or will you complete any college, university, or postsecondary vocational training by the end of fall term or semester 2013?</p>	<p><input type="checkbox"/> No, either (a) all of my college credit is from Advanced Placement (AP) classes; or (b) I have not earned or will not earn any credit for college/postsecondary coursework by the end of fall term 2013</p> <p><input type="checkbox"/> Yes, I have taken some college/postsecondary coursework and I am currently a graduating high school student or I have a college freshman standing</p> <p><input type="checkbox"/> Yes, I have taken college/postsecondary coursework during the last 11 years and currently have a college sophomore, junior, senior, or graduate student standing: all coursework is taken between August 2003 through Fall term/semester 2013</p> <p><input type="checkbox"/> Yes, I have taken college/postsecondary coursework more than 11 years ago: all college/postsecondary coursework was taken before August 2003</p> <p><input type="checkbox"/> Yes, I have taken college/postsecondary coursework with some current coursework and some prior coursework: I took some college/postsecondary coursework before August 2003, and I also have taken between August 2003 through Fall term/semester 2013</p> <p>Note: After entering your selection the "type of student" confirmation appears</p>
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9 High School Information, ASPIRE

<p>Name of high school. The online application will ask you to select from a drop-down list of Oregon schools, followed by out-of-state schools.</p>	<p>Your high school name</p> <input type="text"/>
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<p>If you cannot find your high school in the drop-down list, then select one of the generic high school entries, such as "Unlisted Oregon high school" or "Non-Oregon, California high school".</p> <p>If you did not graduate from a high school or home school or receive a GED and selected "None of the above" as your high type, the high school name is set to "Did not graduate".</p>	<p>If you selected an unlisted Oregon or non-Oregon high school, please enter the name, city, county, and state of your high school.</p> <p>Name of unlisted Oregon or non-Oregon high</p> <input type="text"/> <p>City, County, State of your high school</p> <input type="text"/>
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If you are graduating this year (2013-14) from high school, home school, or receiving a GED, or if you will be a first-time freshman in 2014-15, or if you are a current college freshman, then complete the rest of this section.

<p>High School un-weighted GPA. If you have already graduated, enter your final HS GPA; otherwise, enter your cumulative GPA through 7th semester (second quarter, first trimester, or first semester of senior year/last year in high school).</p> <p>OSAC does not consider the weighted cumulative GPA. To calculate your GPA from multiple transcripts, go to www.OregonStudentAid.gov/calc_cum_gpa.html.</p> <p>If your high school or home school did not assign grades, enter 0.01 for HS GPA.</p> <p>If you are a GED student, leave blank.</p>	<p>HS GPA (un-weighted, cumulative)</p> <input type="text"/>
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<p>If you took the SAT test, enter your highest score in each of the categories. Otherwise, leave blank.</p> <p>If you took the ACT, enter your ACT Composite score. Otherwise, leave blank.</p> <p>Received your GED? Enter your 4-digit GED score or if you have not completed all five of the GED test sections, see www.OregonStudentAid.gov/GED_scores.html.</p>	<table border="0"> <tr> <td>SAT Reading/ <input type="text"/></td> <td>SAT Math <input type="text"/></td> <td>SAT Writing <input type="text"/></td> </tr> <tr> <td>ACT Composite <input type="text"/></td> <td>GED Score <input type="text"/></td> <td></td> </tr> </table>	SAT Reading/ <input type="text"/>	SAT Math <input type="text"/>	SAT Writing <input type="text"/>	ACT Composite <input type="text"/>	GED Score <input type="text"/>	
SAT Reading/ <input type="text"/>	SAT Math <input type="text"/>	SAT Writing <input type="text"/>					
ACT Composite <input type="text"/>	GED Score <input type="text"/>						

<p>GED in process? If you have not yet completed your GED requirements by the time you submit your App, indicate by checking the box labeled "GED in Progress".</p>	<input type="checkbox"/> GED in progress
<p>Did you work with an ASPIRE program?</p> <p>If yes, indicate your ASPIRE Advisor's name and high school or other site.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, ASPIRE Advisor's Name: <input type="text"/> If Yes, ASPIRE Site Name: <input type="text"/>
<p>10 College History</p>	
<p>If you have not completed any college, university, or postsecondary classes, skip this section. If all college coursework was completed while you were in high school, this section is optional, as is the college transcript.</p>	
<p>Colleges, universities, and postsecondary schools attended. Include dates attended, degree earned, and credits earned.</p> <p>List the most recent first. Add additional schools to your application.</p> <p>Degree earned should be an abbreviation (e.g., B. A. for Bachelor's of Arts degree). Leave it blank if you did not receive a degree.</p> <p>Enter the number of credits earned through Fall term/semester 2013.</p>	<p>1. School Name <input type="text"/></p> <p>a. Currently attending <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Dates From/To <input type="text"/></p> <p>c. Degree Earned <input type="text"/></p> <p>d. Credits Earned <input type="text"/></p> <hr style="border-top: 1px dashed black;"/> <p>2. School Name <input type="text"/></p> <p>a. Currently attending <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Dates From/To <input type="text"/></p> <p>c. Degree Earned <input type="text"/></p> <p>d. Credits Earned <input type="text"/></p>
<p>Will you have finished two academic years towards a degree or certificate at a community college by July 1, 2014? If you have never attended a community college, answer No.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will you have earned your first bachelor's degree by July 1, 2014?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>College undergraduate /graduate GPA (cumulative) for all college coursework through January 2014. To calculate your GPA from multiple transcripts, go to www.OregonStudentAid.gov/calc_cum_gpa.html for the cumulative GPA calculator.</p> <p>If your college did not assign grades, use 0.01 for GPA.</p>	<p>Cumulative Undergraduate <input type="text"/> Cumulative graduate GPA, if applicable <input type="text"/></p>
<p>11 College Plans</p> <p>The college you are most likely to attend determines a number of factors in the scholarship selection process. Some scholarships use your college's estimated cost of attendance in calculating financial need.</p>	
<p>OSAC retains only your current college choice (the college where you are most likely to attend). Schools that are not eligible to receive federal Title IV funds (such as U.S. military academies) are not eligible to receive scholarships.</p>	<p>Notify OSAC of a change in your college choice after you submit your application, as eligibility for many scholarships depend on your school of choice. Use the update form online in your Student Profile at www.OregonStudentAid.gov/scholarships.aspx.</p>

<p>Indicate the state of your current college choice for the 2014-15 school year.</p> <p>List your college choice. In the online application, select from App's drop-down list of schools in our database, based on the state of your college choice. If you can't find your college in our list of eligible colleges, you'll be asked to provide the federal college code, the college name, and the college city.</p> <p>If you can't find your college in this list, check the Federal database at: http://www.fafsa.ed.gov/FOTWWebApp/FSLookupServlet If you can't find the college in the Federal database, contact your college's financial aid staff to ensure that the college is eligible to receive federal Title IV funds.</p>	<p>State of college most likely to attend</p> <input type="text"/> College name <input type="text"/> College Code <input type="text"/> City where college is located (if an unlisted college) <input type="text"/>
<p>College Standing as of September 1, 2014</p>	<p><input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> 5th - year Senior <input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Sophomore <input type="checkbox"/> Senior <input type="checkbox"/> Masters</p>
<p>Major Field of Study. Indicate your first choice of college major. If you have a second or double major, please include it.</p>	<p>Major</p> <input type="text"/> Second/Double Major <input type="text"/>
<p>Next college degree expected after September 1, 2014 (e.g., A.A., A.A.O.T., B.S., M.Ed, Ph.D., Certificate). For example, if you are currently working toward your A.A.O.T. degree and then plan to transfer to work toward a bachelor's degree, your next degree is A.A.O.T.</p> <p>Next expected college graduation date after September 1, 2014</p>	<p>Next Degree <input type="text"/> Month (e.g., 06) <input type="text"/> Year (e.g., 2014) <input type="text"/></p>
<p>Career Plans. Enter your planned career, e.g., auto mechanic, forensics, geriatrics, social work, sports writing, teaching, etc.</p>	<p>Planned Career</p> <input type="text"/>
<p>12 Application Certification <i>This certification takes the place of a signature.</i></p>	
<p><input type="radio"/> By certifying this application, I certify the accuracy of the completed form and all accompanying documents, and, if requested, agree to provide proof of this information.</p> <p><input type="radio"/> I authorize OSAC to share my application with scholarship processing and review staff, donors, and selection committees for the purpose of determining eligibility and selecting awardees.</p> <p><input type="radio"/> I give permission to selection committees to contact my high school and college officials for additional academic and/or financial information. I also allow my information to be shared with OSAC-approved researchers.</p> <p><input type="radio"/> I understand that if I am selected for an employer or membership-sponsored scholarship, OSAC may release my information to the donor for announcements only.</p>	<p><input type="radio"/> I also give permission to OSAC to request and use data from my Free Application for Federal Student Aid (FAFSA) as well as data and materials from this application to determine my eligibility for OSAC Scholarships.</p> <p><input type="radio"/> I understand that OSAC cannot guarantee applicants will receive scholarships. Further, by certifying the application form, I agree to hold harmless, defend, and indemnify OSAC for any acts, failures to act, or omissions of the Commission, its employees, agents, volunteers, or any State of Oregon employee.</p> <p><input checked="" type="checkbox"/> I understand that I am giving my permission to receive application status updates or general reminders by e-mail. To opt-out of e-mail notifications, un-check this box.</p> <p><input type="radio"/> If selected to receive a scholarship, I give permission to OSAC and the other scholarship donor or representative to publicize the award through a press release, media story, report, or other promotional materials. OSAC encourages award winners to share their stories to help the public better understand the importance and value of supporting scholarships for students. OSAC will not share your name with marketing entities.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Membership/Employer, continued

Scholarship Fund Code

Qualify by Membership/
Employer Information?

Yes No

Membership/employee's full name

Last 4 digits of SSN

Relationship to Applicant

Worksite Name /Membership Organization/Other

Worksite City and State

14 Activities Chart

The Activities Chart is important to selection committees who want to see leadership, decision-making, organizational skills, and areas where you received special recognition and participation in activities, volunteer service, and work history.

Your online Activities Chart is stored in the OSAC database, which makes it easy to retrieve a copy, or update, if you plan to apply for scholarships the following year.

If you use the Career Information System (CIS) at your school, you will have the option to import the data into your Activities Chart. CIS has more characters in their activity description, so you will need to edit to the 125-character limit for your application.

You are limited to listing 20 activities; If you do not have at least one activity from each activity category (A, B, C), indicate that you have no activities in that category.

When completing your application online, use the application prompts to enter each activity under the categories:

- A School Activities
- B Volunteer Activities (Community/Family)
- C Paid Work History

You must include:

- Activity Title (e.g., Chamber choir, Volleyball, Red Cross blood drive, Pizza Hut)
- Dates you participated (from—to)
- Time Spent—number of hours per week or month and total hours
- Responsibilities and/or Accomplishments associated with each activity (15 words)

Activities Chart

OREGON STUDENT ACCESS COMMISSION SCHOLARSHIP APPLICATION

Sample only: This is for informational and practice purposes only. DO NOT SUBMIT.

Your Activities Chart must include each of (and only) the following three categories in the format shown below:

- A. School Activities - Category A
- B. Volunteer Activities (Community/Family) - Category B
- C. Paid Work History - Category C

Activity Code	Activity Title	Dates From - To	Time Spent		Responsibility/Accomplishment (Description field of your application is limited and will truncate your answer if it exceeds the space provided)
			Hours per week	Calculate Your Total Hours	
Example:					
A	Chamber Choir	09/2009 - present	8wk	720	Sang in 8 concerts and 3 competitions. Attend daily class during the school year.
B	City Library Volunteer	06/2009 - 09-2009	20 mo	60	Read stories to toddlers, reshelved books
C	Red Robin Restaurant	07/2009 -	18 wk	200	Wait tables. Cashier for 6 weeks.

15 Required Personal Statements (Read instructions carefully)

Draft your OSAC Personal Statements in Word (or similar program), use the spell check, and have someone proof them. Then cut and paste into

Your four required Personal Statements should be entered directly into your OSAC Scholarship Application. Selection committees prefer to see your Personal Statements in this format for consistency in evaluation.

All Personal Statements are stored in the OSAC database so you can always retrieve a copy or update should you apply the following year.

Writing Tips

1. Draft responses for the required OSAC Personal Statements in a Word (or similar program) document. Use spaces instead of tabs.
2. Use correct grammar, punctuation, usage, and spelling.
3. Use spell check and have someone proof your Personal Statements.

Four Required Personal Statements

1. Explain your career aspirations and your educational plan to meet these goals.
2. Explain how you have helped your family or made your community a better place to live. Please provide specific examples.
3. Describe a personal accomplishment and the strengths and skills you used to achieve it.
4. Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself?

Writing Tips, continued

4. Let your Personal Statements tell your story. Show the “unique” you.
5. Do not recreate your Activities Chart when answering question # 2.
6. Your Personal Statements should not exceed 1000 characters including spaces (approximately 150-170 words). The OSAC Scholarship Application will truncate your Personal Statements if it exceeds this limit.
7. Copy and paste your Personal Statements into the OSAC Scholarship Application.

16 Transcript Instructions

- Transcripts must list your name, your school’s name, each course taken, grades, grade points, and credit hours.
- **DO NOT include your social security number** on your transcript (or black out your social security number if you are scanning your transcript).
- OSAC **does not require official transcripts**. You can submit transcripts printed from your high school or college website, as long as they include your name, your school’s name, each course taken, grades, grade points, and credit hours. Do not copy and paste from the school website, it will be rejected; print the page and scan it. If you are awarded a scholarship or grant, you may be required to provide official transcripts. If possible, save your transcript files as .pdf files. This is the **OSAC preferred file type** due to the fact that non-pdf files must be converted for OSAC use, and this increases the risk of errors and potential transcript rejection.
- OSAC **will NOT accept the following documents** as replacements for transcripts: Report Cards, Grade Reports, Degree Audits, and Transfer Articulations.
- Click the link in the transcript action column to go to another page to **select the delivery method**: (1) request that your school transmit your transcript; (2) upload a file, or (3) generate a cover sheet to send to OSAC along with your transcript.
- If you’ve already selected a delivery method, but you want to **change your delivery method choice**, select the ‘change method of delivery’ link.
- You must upload, send, or have your school upload **complete transcripts for all required transcripts**.

Transcripts sent to OSAC via e-mail will NOT be accepted. You must either upload your transcript, mail/hand-deliver it, or have your school upload it. If you have to enter an OSAC e-mail address when you order your transcript from your school (e.g., “Go green” method with the University of Oregon), choose another delivery method because it will NOT be accepted.

Options for transmitting your transcripts to OSAC:

1. Your High School Uploads/Transmits Your Transcript:

If you are a graduating high school student or graduated last year, you can have your high school transmit your transcript directly to OSAC through OSAC’s ‘High School Transcript Upload’ website or through IDTS. Click on the ‘Request HS Upload’ button in the App to complete a form to give to your Registrar or the person who processes transcript requests. If your school is unable to transmit your transcript or if you are not a recent high school graduate, use one of the options below.

2. Scan and upload:

Students can scan transcripts at a local copy center. If your transcript is more than one page, request that it be scanned into one file. You will need to provide a USB flash drive or disk to save your document.

3. Can’t upload or have high school upload/transmit:

If you cannot upload to your application, you must enter the reason why you can’t upload the document, and then staple the application-generated cover sheet along with the document to OSAC. These must be received in the OSAC office by the March 1 deadline.

For Uploading Transcripts and other required documents:

Browse your computer to upload your file, then click on ‘Upload file’ button. Or, indicate reason can’t upload and click on ‘Can’t Upload’ button, which will generate a link to a cover sheet with your name, your OSAC Scholarship Application number, the document description, and the reason why you can’t upload the document. Staple this cover sheet to the document and mail/deliver to OSAC by the March 1 deadline.

17 Application Submission

Do not click the Submit button on your OSAC Scholarship Application until you have performed the following:

1. Thoroughly reviewed your application. (From the application home page, print a copy of your application and make sure it is correct and accurate)
2. Made corrections to your application. Once submitted, you will not be able to unlock your application to make corrections or add more scholarships.
3. Uploaded your scanned transcripts and required documents for specific scholarships.

When all corrections have been made, click the Submit button.

When you click the “Submit” button, your application will be automatically transmitted to OSAC and saved in the OSAC database. This final submission date will be your official application date; be sure to complete this step before the deadline. You will receive an e-mail from OSAC confirming that you have submitted your OSAC Scholarship Application; it may include instructions that require your immediate action.

After you submit your application, you will be able to update only your name, address, phone, e-mail, college choice and college major. You will NOT be able add more scholarships, update your GPA, etc.

NEXT STEPS - Check your progress!

1. Print a copy of your application.

2. Check the status of your 2014-15 application

Look for the e-mail from OSAC confirming your OSAC Scholarship Application submission. Then, log in to your Student Profile with your user name and password to check your transcript status. Also look for the OSAC e-mail indicating that your OSAC Scholarship Application has been reviewed. Log in again to check your application status, as action may be required.

3. If you see “Application Problem” or “Your required transcript is incomplete”, take action to correct it by the deadline indicated in your status message.

4. Keep logging back into OSAC Scholarship Application at least weekly to check your status of OSAC's processing of your application, OSAC alerts, and your award notifications.

5. Accept scholarship if awarded. Follow instructions for accepting awards.

6. Notify OSAC of any changes to your current address, phone numbers, e-mail address, college major, and college choice. Complete the update form in your Student Profile.

7. Check Your FAFSA Student Aid Report (SAR). Make sure it has no reject codes. If it does, make corrections to your FAFSA as soon as possible, preferably by March 15.

8. Follow OSAC on Twitter.com/OSAC or “Like” OSAC at facebook/OSACscholarships. Receive important alerts, notifications, and reminders about your scholarship application.

9. Apply next year. If you plan to apply again next year, you can use your current application to refresh or update your application. The OSAC scholarship listing for the following year will be online next fall. To apply, just use your OSAC Scholarship Application user name and password and follow the instructions for refreshing or updating your current application.

If you forget your OSAC Scholarship Application user name and password, go to the Log in section of your Student Profile at OregonStudentAid.gov and click the “Forgot User name ...” button.