



## Documents to Gather Before You Apply

**Please note:** All documents must be uploaded as a **.pdf or .jpg**, except the **photo** must be uploaded as a **.jpg**.

- File your FAFSA and obtain a copy of your **Student Aid Report (SAR)** containing your name and Estimated Family Contribution (EFC) number. (You can skip this step if you are only applying for scholarships for which need is not an eligibility requirement.)
- Obtain a copy of your most recent **transcript** (whether it be from college or high school) or a GED certificate.
- Obtain a copy of your **SAT or ACT scores** if those scores are not a part of the transcript you provided.
- Have a head/shoulder **photo** that you can upload. This photo may be published if you win a scholarship. The photo should not have anyone else in it.
- Obtain a copy of your **birth certificate** or **proof of citizenship/legal residency** (required for some but not all scholarships).

The documents above can be easily uploaded by using a scanner or taking a picture with a smartphone. If you need help uploading documents, click on the **How to Upload Required Attachments** document in the Helpful Documents/Links section.

If you need additional help, we are happy to provide this service free of charge during our office hours, M-F, 8:30 a.m. to 4:30 p.m. Please call 574-267-1901 to set up an appointment. Your guidance office or public library may also offer this service.