

4-H Online College Scholarship Application: Applicant Checklist Before Final Submission

- ☐ Inform agent of your intent to submit scholarship application
 - _ Due date for agent revision _____
- ☐ Plan your work so you can submit everything before deadlines! There may be technical problems or your agent may be traveling. Make sure you plan for these possible occurrences. Do not wait until two days before the deadline to do this.... you could miss the deadline! Final submission deadline is March 1. The program will not accept late applications.
- ☐ Read the following documents before completing the college scholarship application:
 - _ 4-H College Scholarship Applications (general information)
 - _ 2020 4-H College Scholarships: Summary Chart
 - _ Tips for submitting a 4-H College Scholarship Application
 - _ Scholarship Application Worksheet
 - _ Online 4-H Scholarship Application: User guide – Application Process
- ☐ Use the application worksheet so you have the main information ready to type into the program.
 - o If at any time the program is not working right, notify your agent as soon as possible so the issue can be addressed.
- ☐ Check each section of the application to make sure all information is correct:
 - _ Personal Information
 - _ Demographics
 - _ Financial Information
 - _ 4-H Experience
 - _ College/career planning
 - _ Scholarship requirements
 - _ Scholarships/transcripts

Required documents to upload:

 - o Transcript with name on it (black out social security number)
 - o ACT/SAT scores (black out social security number)
 - o Scan all documents as a PDF file and check to make sure that the scanned documents are clear, readable and all right-side up. It's hard for judges to read documents that are upside down!
 - o Upload the document naming the file as instructed.
- ☐ Submit the scholarship application to your county agent for revisions. Notify your county agent that you have requested the revision so they know to look for the email.
- ☐ Edit your application according to recommendations made by the agent.
- ☐ Complete final submission of the application. Notify your agent know you have made the final submission.

Congratulations! You have completed the process!

Developed by Carmen G. Burgos, Extension Specialist, 4-H Youth Development, University of Tennessee, Nov. 2018, Rev. August 2019

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