



Application Instructions

The GSL Application for Educational Scholarship consists of three (3) pages that must be completed before submitting. It is important that your application is complete; **incomplete applications will be rejected.**

All documents are due January 16, 2020.

The application is an Adobe Portable Document Format file (PDF) and must be completed using Adobe Acrobat (all versions), Adobe Reader, Google PDF Writer or a PDF filler application - **Handwritten applications will be rejected.** If you have problems downloading or entering information on the Adobe document, please call the office at 817-738-9092.

THE APPLICATION

Page 1

- **IMPORTANT NOTE:**

Read this information very carefully. If you do not qualify under the listed requirements, please do not submit the application.

- **REQUIRED DOCUMENTS (see REQUIRED DOCUMENTS on next page):**

- **APPLICATION INFORMATION**

This section is your personal information. If you are currently a college student and plan on returning to the same school, you must list your student identification number. This information helps to expedite payment of awarded scholarships.

Page 2

- **FAMILY INFORMATION**

Information about your immediate family and income is required.

- **RECIPIENT EDUCATION DATA**

Complete information on the recent schools you have attended, along with current status and college you will attend. It is important to enter your proposed major **and the date you expect to graduate.**

- **FINANCIAL SUPPORT INFORMATION**

This section is where you will show all resources that will contribute to your college costs.

Page 3

- **REFERENCE INFORMATION**

List only two contacts for your references – do not list family members. You must notify us immediately upon learning that a contact is not available to serve as a reference for you and provide an alternate. That is why it is important for you to stay in communication with your contacts to make sure they mail the Letters of Recommendation to us on time.

- **SIGNATURE**

Print name of applicant (and parent/guardian if necessary) then sign and date document (signature is required from parent /guardian if you are a minor). Digital signatures (computer font type) are not accepted.



REQUIRED DOCUMENTS (*submit with application)

Review the list required documents list before mailing your application. **Application packages will be processed January 16, 2019.** All *required documents must be mailed with your application or your application will be rejected.

***Criteria for Educational Scholarships** goes with the application on which you agree to adhere to the requirements of the scholarship.

***Financial tax** documents are required for all applicants (include most recent W2, 1040 and/or 1099 forms). We look at financial needs during committee review of applications.

***Proof of Residency** is required, and acceptable documents are a hard copy of utility bills or rent/lease documents.

School transcripts must be sent to the GSL office as an official transcript from your school. If your school sends electronic transcripts, that will get your transcript to us faster.

Letters of Recommendation forms are mailed from our office directly to your contacts after January 16. Only the person providing the letter of recommendation may submit the form and other documents. After January 16, you are advised to communicate with your contact to make sure they have returned the forms. It is not ok to send required documents separately. **Do not send a referral letter with your application package.**

***Essay** is a one-page essay on the subject: **What getting this scholarship means to me.** Essay must be type-written using a word processor application, minimum 500 characters of three paragraphs and handwritten essays will be rejected. This essay must be included with your application package to be considered.

***Photograph** – send a 4 x 6 profile picture (head and shoulders. Print your name and address on the back.

***Information and Photo Release** allows us to use information for marketing GSL to our funders and for communicating information to our board and members. We do not sell or provide information to marketers or data processing centers.

***All documents (except transcripts and Letters of Recommendation) are due January 16, 2020.** Please only submit completed package via US mail or deliver to the Girls' Service League office at address listed below.

Mail application and documents to:

Girls' Service League, Inc.
Director of Educational Scholarships
4528 W. Vickery Blvd., Suite 104
Fort Worth, Texas 76107

Office: 817-738-9092