

Regents' Scholarship

Checklist of Initial Application Materials



In order to apply for the Regents' Scholarship, a student must not only submit an online application but have a complete application file. It is the student's responsibility to submit all of the required documents for the Regents' Scholarship. All application materials for the Regents' Scholarship are due (postmarked) by February 1, 2010. Priority consideration will be given to completed applications received by January 8, 2010. Late application materials are not accepted, and incomplete files are not reviewed.

Students should plan ahead allowing for plenty of time for the school to process their request for a copy of their official transcript. It is highly recommended that the student collect all required documents and submit them in one envelope to the address below.

The following list outlines the documents that comprise a complete Regents' Scholarship Application File:

- A completed application, submitted online;
- A printed, signed in blue ink (by the student) and dated "signature page";
- Official high school transcript** (sealed, signed, and stamped according to standard procedures);
- A verified ACT score (this is normally indicated on your official transcript, however; if it is not, you will need to provide an official document from ACT);
- Any other miscellaneous **official transcripts** (sealed, signed, and stamped according to standard procedures) that provide proof of completing the scholarship requirements (if applicable);
- Official college transcript(s)** if you have completed any college courses that are a part of the required core courses, even if the courses are reflected on your high school transcript (sealed, signed, and stamped according to standard procedures);
- A class schedule, demonstrating the courses that you are enrolled in for the remaining school year. Simply submitting your high school transcript does not satisfy this requirement. The class schedule must contain the following information, student's name, the school the student attends, courses that the student will take for the remaining year and the number of credits the course is worth.
- It is recommended that students make and keep a copy of all documents, with the exception of sealed official transcripts, that are submitted for the Regents' Scholarship. This includes a copy of the signed and dated "signature page".

If a student is found "conditionally approved" after the initial review process, they will receive a request for submission of final official transcripts and other demonstrating completion of all academic requirements and proof of full-time (12 or more credits) enrollment at an eligible institution of higher education.

Please note: if unofficial transcripts are submitted, your application will not be considered complete. All documents **must be mailed**, we do not accept faxes. Documents that include signatures must be the original documents, preferably signed in blue ink. Mail documents to:

Utah System of Higher Education
Regents' Scholarship
PO Box 145114
Salt Lake City, Utah 84114-5114

For additional information visit, www.utahsbr.edu or call 801-321-7294.