

## The Howard Educational Foundation Scholarship Application Checklist

Please check to make sure you have completed and/or submitted the following:

- [ ] Complete and submit the Undergraduate Application for Admission and Scholarships to KU at [www.ku.edu](http://www.ku.edu).
- [ ] Print out a copy of your completed Application to KU. Be sure to delete or mark out your social security number on this application form. Submit this with your application packet to your high school counselor.
- [ ] Did you include a copy of the scholarship essay required by KU?
- [ ] Include a copy of your high school transcript.
- [ ] Include a copy of your ACT and SAT (if applicable) scores.
- [ ] Fill out the application form on the scholarship website and click the Print button when you have finished. Include a copy of the print-out with your application packet.
- [ ] Contact the two individuals who will be providing your letters of recommendation. One of these individuals must be a current or former teacher whom you have had for a high school class. Provide these individuals with a blank copy of the Letter of Recommendation Form, **or** simply direct them to the scholarship website.
- [ ] Bundle all of the above information into a large envelope and give this envelope to your high school counselor no later than **February 3, 2012**.