

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES SCHOLARSHIP CHECKLIST

Check off items and attach this checklist to the application. Failure to attach the checklist will result in disqualification.

**The WVARSE Scholarship Application form is the only page of the application that may be handwritten. If it is handwritten, then it must be written in black ink. All other pages must be word processed.

- () Received a diploma from a WV public high school or a WV GED/TASC equivalency diploma.
- () Enrolled in an accredited WV college, university, or career technical school and plans to work in WV.
- () Address where check is to be mailed if selected as a recipient.
- () List(s) of leadership qualities, experiences, and special honors are attached to the application.
- () Present Status section is completed.
- () Future Plans section is completed.
- () Endorsement by Director/Supervisor or designee section is completed and signed.
- () An additional signed letter of recommendation from another teacher or professor is attached to the application.
(Unsigned or electronically signed recommendations will result in disqualification)
- () Autobiography (2-3 pages) is included. The autobiography includes more than a statement of why you decided to pursue your career goal. It is your personal history.
- () Actual color photograph no larger than 4 x 6 (no scanned photos accepted) is attached to the front of the application.
- () All pages of the application are 8 1/2 x 11 and printed only on front side of paper.
- () The WVARSE Scholarship Application is signed and dated.
- () All sections of the application form and identifying information completed.
- () A copy of the applicant's current transcript must be attached to the application. Career Technical students must include a current progress report when transcript is not available.
- () Application must be received by the Scholarship Chairperson by **December 14th of the current year** at the address which appears at the bottom of the application form.

PREVIOUS RECIPIENTS OF WVARSE SCHOLARSHIPS ARE NOT ELIGIBLE TO APPLY.

APPLICATIONS MUST BE DATED AND POSTMARKED BY DECEMBER 14TH OF THE CURRENT YEAR IN ORDER TO BE REVIEWED BY THE SCHOLARSHIP COMMITTEE.