



**THE CONFEDERATED TRIBE OF THE UMATILLA INDIAN RESERVATION  
HIGHER EDUCATION & VOCATIONAL TRAINING SCHOLARSHIP**

**SCHOLARSHIP APPLICATION UPDATES &  
IMPORTANT POLICIES**

**✦ Key Changes**

**Funding Deadlines & Incomplete Applications**

- ✓ Must submit all required documents together in a single packet. Incomplete applications will not be considered and partial submissions will not be accepted.
- ✓ Applicants who submit incomplete application packets will receive (1) incomplete notice, after which they are responsible for ensuring a fully complete application is submitted.
- ✓ Applications are accepted year-round. Applicant must indicate when funding is needed. Eligible applications submitted after the posted deadline will be considered in the next funding cycle within the academic year.

**Transcripts**

- ✓ Transcript(s) must include student name & ID, institution name/logo, academic year, term, current coursework, and total enrolled credits.
- ✓ Initial Funding: transcript w/ app packet must reflect entire academic history & upcoming coursework.
- ✓ Official transcripts must be emailed to your personal email first, then uploaded to your app packet.
- ✓ Transcripts sent separately will not be reviewed.
- ✓ Graduating in 2025-2026? You must submit a degree audit with your app packet.

**Accepted Format for Document Submission(s)**

- ✓ Only PDFs are accepted. Need help? Refer to this guide: [Save, Download, and Email a PDF](#)
- ✓ Screenshots, images, and Word documents will not be accepted.

**✦ Key Policies & Recipient Responsibilities**

**Academic Eligibility**

- ✓ Maintain GPA  $\geq 2.00$  and CCCCR  $\geq 66.67\%$ .
- ✓ Notify the Tribe of enrollment changes (e.g., withdrawal, nonattendance).
- ✓ Failure to meet these standards results in academic probation.

**Academic Probation & Suspension**

- ✓ Probation: One (1) funding cycle to improve GPA/CCCR while maintaining the same enrollment status you were previously funded for.
- ✓ Suspension: Failure to meet probation terms results in loss of scholarship funding.

**Student Registration/Enrollment Verification**

- ✓ Must be in the form of an official or unofficial transcript.
- ✓ Subsequent funding requires the submission of unofficial transcripts, reflecting grades from the previous funding cycle and listing upcoming classes or coursework you are registered for.

**Funding Cycles**

- ✓ Scholarship funding is distributed according to the awardee's academic calendar. Funding cycles are Fall, Winter, and Spring
- ✓ The Confederated Tribes recognize standard academic calendars and classify them as:
  - Term/Qtr
  - Semester/Trimester,
  - Training session/hours
- ✓ Summer term funding is available only if student is required to take summer courses. Must be considered a program graduate upon completion.



## APPLICATION CHECKLIST

The applicant's status (new or returning) will determine the required documents for their application packet.

### **\*\*REQUIRED FOR ALL APPLICANTS- NEW & RETURNING\*\***

1. NEW ONLINE Application- *our Application is now available on our [website](#)*
  - a. Personal Identifiers
  - b. Personal circumstances
  - c. Educational Demographics Scholarship Policy and Student Responsibilities
2. Application Packet- *supplemental documents (see note below)*
  - a. FAFSA Submission Summary
  - b. Official Transcript
  - c. Financial Award Information
  - d. Student Enrollment Verification (*see note below*)
  - e. Proof of acceptance/admission (*see note below*)
  - f. Degree Audit (*see note below*)
  - g. Verify CTUIR Tribal Affiliation

### **\*\*ADDITIONAL REQUIREMENTS FOR NEW APPLICANTS ONLY\*\***

- h. (1) Letter of Recommendation (*see note below*)
- i. Personal Statement
- j. Proof of High School Graduation *OR* General Education Equivalency

### IMPORTANT NOTES:

**APPLICATION PACKET:** An application is incomplete until supplemental documents are compiled into a single packet. Intermittent document submissions will no longer be accepted.

**PDF FORMAT:** All supplementary documents must be submitted in PDF format. Files in other formats (Word, JPEG, PNG, etc.) will not be accepted. If you need assistance saving, downloading, or emailing a PDF, please refer to the following guide:

[Save, Download, and Email a PDF.](#)

**PROOF OF ACCEPTANCE/ADMISSION:** Required only for applicants attending an institution with closed enrollment (i.e., 4-year college/university) or those starting a new degree program (i.e., master's, doctorate).

**DEGREE AUDIT:** required for students entering the final year of their program.

**Official Transcript and Student Enrollment Verification:** When ordering your official transcript, first send it to your personal email and then upload it to your application packet. We will not open or review any transcripts sent separately. They must be included in the application packet.

**LETTER OF RECOMMENDATION:** When requesting a recommendation, ask your recommender to send their letter to your personal email first. It is your responsibility to ensure that your recommender provides a letter prior to the submission deadline. We will not accept letters sent separately. They must be included in the application packet.

### **FUNDING CYCLE SUBMISSION DEADLINE/LATE SUBMISSIONS & INCOMPLETE APPLICATIONS:**

The Higher Education Program will not accept late submissions or incomplete applications. Applicants who submit incomplete packets will receive (1) incomplete notification and must ensure a complete application is resubmitted on time. Eligible applications received after the final funding cycle deadline will be considered for funding in the next cycle within the same academic year. It is the applicant's responsibility to initiate the award process for the subsequent funding cycle.

**AWARD AND SUBSEQUENT FUNDING:** Once recipients receive an award letter for the current academic year, they are not required to reapply until the start of the next academic year, provided they maintain eligibility requirements.



# APPLICATION GUIDANCE

1. **GENERAL APPLICATION FORM-** The Application is available online and can be accessed on our website: <https://ctuir.org/departments/education/higher-education-vocational-training/heavt-scholarship-application/>

- a) Personal identifiers
- b) Personal circumstances
- c) Educational demographics
- d) Scholarship Policy & Student Responsibilities

2. **APPLICATION PACKET- *required supplemental documents***

**An application is incomplete until the following documentation is compiled into a single packet.**

a) **FAFSA Submission Summary (FSS)**

You can **access this document on your FAFSA account** - [FAFSA website](#). You can get a copy of your summary and view or print it by following the steps below:

- i. Use your FSA username and password to sign in to your FAFSA account.
- ii. Go to your account dashboard.
- iii. Select your processed FAFSA submission for the current academic year.
- iv. Click "Print FAFSA Submission Summary".

b) **Official Transcript**

When ordering your official transcript, first **send it to your personal email** and then upload it to your application packet. We will not open or review transcripts sent separately. They must be included in the application packet. To obtain your official transcripts, **Complete 1 of the 2** options below:

- i. Option 1—Contact your school or training center directly and complete the order/payment process.
- ii. Option 2— Order/pay via the [National Student Clearinghouse website](#).

a. Please note that not all institutions of higher education (IHE) use this third-party service.

Official transcript(s) must reflect your entire post-secondary academic history and include the following information:

- ✓ Student name and ID number.
- ✓ Name of your school or official logo.
- ✓ Current academic year, term, semester, trimester, or training session.
- ✓ Current coursework/registered classes, number of credits per class, and total enrolled credits.

c) **Financial Award Information**

**Complete 1 of the 3** document submission options below. For the fastest results, we recommend troubleshooting options 1-2 first.

- i. Option 1—*Financial award summary* can typically be found within your student account. Try logging in to your account and reviewing any current financial aid information.
- ii. Option 2—*Financial Award Letter*. Try searching your inbox & spam filter for "Financial Award" or "Financial Aid."
- iii. Option 3— *Student Needs Assessment (SNA)*-If your financial award information is unavailable, you must contact your school's Financial Aid Office and ask them to complete this [SNA](#).

d) **Student Registration/Enrollment Verification**

The pay scales for the Confederated Tribes Scholarship are determined by the type of degree or training program you are pursuing, as well as the number of credits or training hours you are enrolled in for that funding cycle.

**Complete 1 of the 2** document submission options below:

- i. Option 1— *Official transcripts*
- ii. Option 2— *Unofficial transcripts*



Please note that the above submission options must include the following information:

- ✓ Student name and ID number.
- ✓ Name of your school or official logo.
- ✓ Current academic year, term, semester, trimester, or training session.
- ✓ Current coursework/registered classes, number of credits per class, and total enrolled credits.

#### e) Proof of Acceptance/Admission

Most IHEs will provide students with acceptance letters, which are typically sent via email, student portal, or by mail. Some schools or programs do not offer acceptance letters. We will accept the following as alternative forms of documentation: a *thank-you letter* or a *confirmation* notice from the institution that confirms receipt and approval of your admission application.

- i. Required only for applicants attending an institution with closed enrollment (i.e., 4-year college/university) or those starting a new degree program (i.e., master's, doctorate).
- ii. **You may have already received this information.** Try searching your inbox & spam filter for "Admissions," "Acceptance Letter," or "Thank You for Applying."

#### f) Degree Audit

Will you be graduating during the 2025-2026 academic year?

- i. **If yes, please submit a degree audit.** This information can typically be found within your student account. You can also get this information from your academic advisor or from the Registrar's Office at the institution you are attending.

#### g) Verify CTUIR Tribal Affiliation

Submit a copy of your tribal identification card or certificate of Indian blood (CIB):

- ii. Need a new Tribal ID? Visit the CTUIR Enrollment Office.
- iii. Need a copy of your CIB? Contact enrollment at 541-429-7035 or [enrollment@ctuir.org](mailto:enrollment@ctuir.org).

#### h) Letter of Recommendation

When requesting a recommendation, ask your recommender to send the letter to your **personal email first**. You are responsible for ensuring that your recommender provides a letter before the submission deadline. We will not accept letters sent separately. They must be included in the application packet.

#### i) Personal Statement

A personal statement is a brief essay (≥ 250 words) where you share your educational goals, career aspirations, and how this scholarship will support your success. It's your opportunity to highlight your experiences, challenges, and motivations.

#### j) Proof of High School Graduation or General Education Equivalency

Submit a copy of your high school diploma, high school/GED transcript, or GED certificate.

- i. How to obtain a copy of your high school diploma/transcripts.
  - a. Contact your high school directly. If your high school is closed or out of operation, contact the district office that your high school is associated with.
- iv. How to order your GED Certificate or Transcripts:

When ordering your official certificate or transcript, first send it to your **personal email** and then upload it to your application packet. We will not open, or review transcripts sent separately. They must be included in the application packet.

- a. Use your account login information to sign in into your GED account-[MyGED®: Login](#)
- b. Click on "Scores/Transcripts"
- c. Proceed with check-out process