



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.
- ✓ Partial submissions will not be accepted.
- ✓ Incomplete applications will not be considered.
- ✓ 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 accepted year-round 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.

#### Academic Verification & Transcripts

- ✓ Initial Funding: official transcript w/ app packet must reflect full 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.
- ✓ Subsequent Funding: requires unofficial transcripts to be submitted. Must reflect grades from the previous funding cycle and upcoming enrollment/coursework.

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

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

### Key Policies & Recipient Responsibilities

#### Academic Eligibility

- ✓ Maintain GPA  $\geq 2.00$  and CCCR  $\geq 66.67\%$ .
- ✓ 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.

#### Academic Verification:

- ✓ Must be in the form of an official or unofficial transcript.
- ✓ Transcript(s) must include student name & ID, institution name/logo, academic year, term, current coursework, and total enrolled credits
- ✓ Graduating in 2025-2026? You must submit a degree audit with your app packet.

#### Funding Cycles

- ✓ The Confederated Tribes recognize standard academic calendars and classify them as Term/Qrt, Semester/Trimester, or Training Session.
- ✓ Scholarship funding is distributed according to the awardee's academic calendar.
- ✓ Funding cycles are Fall, Winter, and Spring



## 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 I am running a few minutes late; my previous meeting is running over.
  - d. Scholarship Policy and Student Responsibilities
2. Application Packet- *supplemental documents (see note below)*
  - a. FAFSA Submission Summary
  - b. Official Transcript **AND** Student Enrollment Verification (*see note below*)
  - c. Financial Award Information
  - d. Proof of acceptance/admission (*see note below*)
  - e. Degree Audit (*see note below*)
  - f. Verify CTUIR Tribal Affiliation

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

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

### IMPORTANT NOTES:

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

*The Confederated Tribes will not accept or consider late submissions or incomplete applications. Applicants who submit incomplete application packets will receive (1) incomplete notice, after which they are responsible for ensuring a fully complete application is submitted. Eligible applications received after the final funding cycle deadline will automatically be considered and may receive funding during the next funding cycle within the academic year. The applicant is responsible for initiating the award process during the next funding cycle.*

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 as PDFs. 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: ["How to Save, Download, and Email a PDF Attachment"](#)*

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., masters, doctorates).*

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.*

# APPLICATION GUIDANCE



- a) GENERAL APPLICATION FORM- The application is available online and can be accessed on our website:  
<https://ctuir.org/departments/education/adult-basic-education/he-and-avt-scholarship-application/>
- b) Personal identifiers
- c) Personal circumstances
- d) Educational demographics
- e) Scholarship Policy & Student Responsibilities

## 1. APPLICATION PACKET- supplement documents

The applicant's status (new or returning) will determine the required documents for their application packet. An application is incomplete until the following information and documentation are 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 & 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 transcripts sent separately. They must be included in the application packet. Official transcript(s) must reflect your entire post-secondary academic history and include the following information:

- i. Student name and ID number
- ii. Name of your school or official logo
- iii. Current academic year, term, semester, trimester, or training session
- iv. Current coursework/enrolled 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 Information-Your award information is typically found within your student account. Try logging onto your account and reviewing any current Financial Award/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) 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 provide acceptance letters.** We will accept the following as **alternative forms of documentation**: a thank you letter, or confirmation notice that the institution has received and approved 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., masters, doctorates).
- ii. You may have already received this information. Try searching your inbox & spam filter for "Admissions," "Acceptance Letter," or "Thank You for Applying."

e) 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.

f) Verify CTUIR Tribal Affiliation

Submit a copy of your tribal identification card.

- ii. **Need a copy? Contact enrollment at 541-429-7035 or [enrollment@ctuir.org](mailto:enrollment@ctuir.org).**

g) 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.

h) 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.

i) Proof of High School Graduation or General Education Equivalency

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

- i. How to obtain a copy of your high school diploma
  - 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.
- iii. 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