

CTUIR SCHOLARSHIP—APPLICATION CHECKLIST

The applicant's status—new or returning—determines which documents are required for their application packet.

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

1. Online Application
 - a. Personal Identifiers
 - b. Personal circumstances
 - c. Educational Demographics
 - d. Acknowledgment of Scholarship Policy and Student Responsibilities
2. Application Packet

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

- a. FAFSA submission summary
- b. Official transcript *and*
Verify student/class registration (*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

****REQUIRED 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 (GED)

WHAT YOU NEED TO KNOW

FUNDING CYCLE SUBMISSION DEADLINE/LATE SUBMISSIONS & INCOMPLETE APPLICATIONS:

The Confederated Tribes will not accept or consider late or incomplete applications. If an applicant submits an incomplete application packet, they will receive one incomplete notice. After this notice, it is the applicant's responsibility to submit a fully completed application. Eligible applications received after the final funding cycle deadline will be carried forward and may be considered for funding during the next funding cycle within the same academic year. The applicant must verify registration status at the start of the next funding cycle.

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

PDF FORMAT: All required documents and materials must be submitted in a PDF format. Files in other formats (i.e., Word, JPEG, PNG) 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](#).

ORDERING OFFICIAL TRANSCRIPTS: When ordering your official transcript, request that the transcript be sent to your personal email, then upload it to your application packet. Transcripts sent separately will not be accepted. Consider utilizing [Parchment](#) or the [National Student Clearinghouse](#). These platforms allow you to send a copy to yourself and are typically cheaper than ordering directly from your school. It is important to note that not all schools utilize these recommended third-party services.

STUDENT/CLASS REGISTRATION: Refers to the courses in which a student is or will be enrolled when scholarship funds are awarded and distributed.

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, doctoral).

DEGREE AUDIT: Documentation that demonstrates you have met academic program requirements in accordance with your school or training center. Required for students entering the final year of their program.

LETTER OF RECOMMENDATION: It is the applicant's responsibility to ensure that their letter of recommendation is received before the submission deadline. When requesting a recommendation, ask your recommender to send their letter to your personal email address first. Letters sent separately will not be accepted; all recommendation letters must be included in your application packet.

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/>

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

2. **APPLICATION PACKET- required materials and documents**

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

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 & Student/Class Registration**

ALL APPLICANTS MUST SUBMIT BOTH FORMS OF DOCUMENTATION

b1) Your official transcripts must reflect your complete post-secondary academic history.

When ordering official transcripts, **complete 1 of the 2** options below:

- i. *Option 1*—Utilize third-party service options such as [Parchment](#) or [National Student Clearinghouse](#). These services allow you to send copies to your **personal email**, which you can then upload to your application packet.
- ii. *Option 2*—Request official transcripts from your most recent school or training center.
 - If your school is unable to send transcripts directly to your personal email, they may instead send them to the **CTUIR education department (46411 timíne way, Pendleton, OR 97801, Attn: Higher Education Program Manager; highereducation@ctuir.org)**. Upon receipt, our office will forward the transcripts to your personal email address.

b2) Student/Class registration or class list refers to the courses that you will be enrolled in when scholarship funds are awarded and distributed.

- **If it is shown on your official transcript, simply upload documentation twice when completing the online Application.** If this information is not shown on your official transcript, please provide either your unofficial transcript or a detailed class schedule that contains the required details listed below (i–iv).

YOUR OFFICIAL TRANSCRIPT AND CLASS REGISTRATION/LIST MUST 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 trying options 1 and 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 for 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 institutions of higher education (IHEs) provide students with acceptance letters, typically sent via email, student portal, or mail. However, some schools or programs may not issue formal acceptance letters. In such cases, we will accept **alternative documentation**, such as a *thank-you email/letter or a confirmation* notice stating 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., master's, doctorate). **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 this 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 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.

g) Letter of Recommendation

When requesting a letter of recommendation, ask your recommender to send the letter to your **personal email first**. You are responsible for making sure you receive the letter before the submission deadline. Letters sent separately will not be accepted; all recommendation letters must be included in your application packet.

h) Personal Statement

A personal statement is a brief essay (at least 250 words) in which you describe your educational goals, career aspirations, and how receiving this scholarship will help you achieve success. Use this opportunity to showcase your experiences, challenges, and motivations.

i) 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, send it to your **personal email first** 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.

- i. Use your account login information to sign in to your GED account-[MyGED®: Login](#)
- ii. Click on "Scores/Transcripts."
- iii. Proceed with the check-out process