

## **APPLICATION PROCEDURES :**

1. Graduating High School seniors must submit an official transcript with a raised seal showing your last seven semesters of schoolwork including the first semester of your senior year. GPA must be included on the transcript. Transcript should also show your ACT or SAT scores.

Continuing education students and spouses must provide official college transcripts with raised seal from all undergraduate institutions attended. GPA must be included on the transcript. Include ACT/SAT scores with transcript.

2. Provide a resume. It must include the following:

- ⤴ All academic honors, awards, or special recognition you have received.
- ⤴ All school activities and sports in which you have been involved. Include honors received and positions of leadership.
- ⤴ All community activities, church activities, or private studies in which you have been involved. Include honors received and positions of leadership.
- ⤴ All work experience; include both volunteer and paid positions.
- ⤴ College plans to include college and location, major, etc.

3. Submit three letters of recommendation. They may be from a teacher, employer, coach, counselor or other adult who knows you well, preferably on letterhead. Letters may not be from a family member unless you were their employee and they were your supervisor or they were your home schooled teacher. (To ensure anonymity, applicant's name will be blacked throughout the letters before being presented to the judges).

4. Submit an essay of 500 words or less on the topic: How has your association with the military impacted your life?

5. Submit a photocopy of your military ID card (copy of front and back).

6. Please submit all paperwork (completed scholarship application package to include official transcript in a sealed envelope) **no later than Feb 29, 2012 to:**

**KOSC Scholarship Committee  
P.O. Box 5488  
Albuquerque, New Mexico 87185-5488**

\* Any additional information must be completed on a separate sheet of paper. Be sure each page is identified with your name in the top right hand corner.

\* All applications and supporting become property of the KOSC and will not be returned.

\* For any questions, contact Joanne Ladino 407-4518.

### **Checklist of Items for Application**

1. \_\_\_ Application
2. \_\_\_ Official Transcript with GPA/SAT/ACT
3. \_\_\_ Photo copy of front and back of your military ID
4. \_\_\_ Resume

5. \_\_\_\_\_ Essay
6. \_\_\_\_\_ Three letters of recommendations (leave sealed if you receive them that way)
7. \_\_\_\_\_ Make a copy of entire package for your records