



Required Documentation Checklist

The following documents must be submitted to One Family in order for your application to be considered complete and eligible for review. Documents may be submitted to One Family by:

MAIL: One Family Scholars Program, 800 South St, Suite 610, Waltham, MA, 02453
FAX: 617-588-0441
E-MAIL: Scholars@onefamilyinc.org

In order to protect your privacy, please black out any Social Security numbers prior to sending.

1. **Copy of the Financial Aid Award Letter from your school for the 2016-17 academic year**
If you have not received your financial aid award letter from your school you should contact your financial aid office immediately to request a copy.
2. **Signed copy of your most recent Federal Income Tax Return (pages 1 and 2 only)**
If you did not file taxes, please provide us with a summary of all benefits that you receive (e.g. child care, housing, TANF, SNAP, WIC, unemployment, etc.).
3. **Tuition Bill for the upcoming semester**
You must provide a current detailed account summary including all charges from your school for the upcoming semester.
4. **Current Official College Transcript**
You must provide an official transcript showing completed courses and grades.
5. **Degree Audit or Academic Plan**
You must provide a degree audit or academic plan outlining which courses you have already taken and which courses you still need to take, their credit equivalent, and the semesters/years you will take your remaining courses. Please see an academic advisor at your school to obtain one.
6. **Copy of the Complete Student Aid Report for the 2016-17 academic year**
You will need to submit your Student Aid Report (SAR) from FAFSA. The SAR includes an Expected Family Contribution or the amount of money a family will be expected to contribute towards a student's education.
To download a copy of your SAR, follow these steps:
 1. At www.fafsa.ed.gov, click on "Log In."
 2. Confirm your identity with your name, Social Security number and date of birth.
 3. Go to the "My FAFSA" page and select the download format (PDF) and either print or save it.
TIP: If you cannot download a copy of your SAR make sure you disable pop-up blockers!
7. **Candidate Endorsement Form**
You must submit a Candidate Endorsement Form completed by one of One Family's approved list of Community Partners (please see our website for a complete list) OR submit two (2) Candidate Endorsement Forms from two separate organizations who are nominating and supporting you during your time in the One Family Scholars program.