



Application Instructions

The GSL Application for an Educational Scholarship consists of three (3) pages that must be completed before submitting. It is important that your application is complete; **incomplete applications will be rejected.**

All documents are due Thursday, January 20, 2022.

The application is an Adobe Portable Document Format file (PDF) and must be completed using Adobe Acrobat (all versions), Adobe Reader, Google PDF Writer or a PDF filler application. **Handwritten applications will be rejected.** If you have problems downloading or entering information on the Adobe document, please call the office at **817-738-9092**.

THE APPLICATION

Page 1

- **IMPORTANT NOTE:**
Read this information very carefully. If you do not qualify under the listed requirements, please do not submit the application.
- **REQUIRED DOCUMENTS (see REQUIRED DOCUMENTS on next page):**
- **APPLICATION INFORMATION**
This section is your personal information. If you are currently a college student and plan on returning to the same school, you must list your student identification number. This information helps to expedite payment of awarded scholarships.

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- **FAMILY INFORMATION**
Information about your immediate family and income is required.
- **RECIPIENT EDUCATION DATA**
Complete information on the recent schools you have attended, along with current status and college you will attend. It is important to enter your proposed major **and the date you expect to graduate.**

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- **LETTERS OF RECOMMENDATION INFORMATION**
List only two contacts for your letters of recommendation on your application – do not list family members. Please give your contact the Letters of Recommendation packet, which can be downloaded and printed from our website. You must notify us immediately upon learning that a contact is not available to serve as a reference for you and provide an alternate. It is important for you to stay in communication with your contacts to make sure they mail the Letters of Recommendation to us on time. The deadline for these is January 20, 2022. Please remember they must be mailed directly from your contacts to us.
- **SIGNATURE**
Print name of applicant (and parent/guardian if necessary) then sign and date document (signature is required from parent /guardian if you are a minor). **Digital signatures (computer font type) are not accepted.**



REQUIRED DOCUMENTS (*submit with application)

Review the list of required documents before mailing your application. **Application packets will be processed January 20, 2022.** All required documents must be mailed with your application, or your application will be rejected. (Please see required items listed below that start with an *) **Do not submit documents separately.**

***Supporting income verification document. Include the SAR report generated from your completed FAFSA.** We look at financial needs during committee review of applications.

***Criteria for Educational Scholarships** form goes with the application on which you agree to adhere to the requirements of the scholarship.

***Proof of Residency** is required, and acceptable documents are a **hard copy of utility bills or rent/lease documents.** Phone bills are not acceptable.

***Essay** explaining your need for the scholarship and how you feel college will help you reach your life goals. Essay must be one page and type-written using a word processor application, minimum 500 characters of three paragraphs. Handwritten essays will be rejected. This essay must be included with your application packet to be considered.

***Photograph** – send a **4 x 6 profile picture** (head and shoulders.) Print your name, address city, state and zip on the back.

***Information and Photo Release** form allows us to use information for marketing GSL and for communicating information to our board. We do not sell or provide information to marketers or data processing centers.

School transcripts must be sent to the GSL office as an official transcript **from** your school. If your school sends electronic transcripts, that will get your transcript to us faster. It is the applicant's responsibility to confirm GSL's receipt of transcript.

Letters of Recommendation forms are located on our website and are due, along with other documents by January 20, 2022. Only the person providing the letter of recommendation may submit the form to GSL. You are advised to communicate with your contact to make sure they have returned the forms. **Do not send letters of recommendation with your application packet.**

All documents are due January 20, 2022. Please only submit completed packet via US mail or deliver to the Girls Service League office at address listed below.

Mail application and documents to:

Girls Service League, Inc.
4528 W. Vickery Blvd., Suite 104
Fort Worth, Texas 76107

Office: 817-738-9092

Website: www.girlsserviceleague.org