Scholarship Application Guide and Checklist

Review this checklist ***before*** starting your online application. Preparing these materials in advance will help ensure a smooth process and enable you to submit a complete, well-prepared application. .

Step 1: Confirm You Meet the Eligibility Requirements

All qualified applicants must be within ONE of the following student categories:

- A current graduating high school senior or GED recipient – **OR**
- An undergraduate or graduate student currently enrolled in and physically attending an accredited four-year college or university located in the state of California – **OR**
- A community college student planning to transfer, enroll, and physically attend an accredited four-year college or university located in the state of California during the upcoming academic semester or academic year.

Additional Eligibility Requirements

- Reside in a city in one of the nine (9) Bay Area counties in California (priority will be given to students who reside in Oakland, CA).
- Plan to enroll full-time at an accredited four-year California college or university (community colleges, certificate programs, and trade schools are ineligible).
- Must demonstrate financial need and be able to provide a complete FAFSA Student Aid Report (SAR).
- Our scholarships generally require a 3.0 GPA or higher. There are a limited number of scholarships available for students with GPAs between 2.5 - 2.99.
- Must be committed to the values of the Sisters of the Holy Names, which are education, social justice, and community service.
- Must submit a completed application, including an essay, short-answer response, current transcript, two current letters of recommendation, and your complete FAFSA Student Aid Report. Note: One recommendation letter must be from a current academic teacher, professor, or counselor. All recommendation letters must be dated, on official letterhead, and include the recommender's email address and phone number (letters from family members will not be accepted).

Scholarship Application Guide and Checklist

Step 2: Prepare Your Required Documents

Gather digital copies of each item below before starting your application. All documents must be current, complete, and include all information required for verification, such as your full legal name and the name of your school or educational institution. Upload complete documents rather than screenshots. Acceptable formats include PDF and JPEG (.jpg/.jpeg).

Applications submitted with incomplete, outdated, or missing information will be disqualified.

- Most recent academic transcript (official or unofficial, or GED documentation, if applicable).
- Proof of financial need — current FAFSA Student Aid Report (SAR) showing your Student Aid Index (SAI). Provide the entire summary, no screenshots.
- Two current letters of recommendation, including one must be from a current academic teacher, professor, or counselor who can speak to your academic commitment. Letters must be dated, on letterhead, and include the recommender's email and phone number (letters from family members will not be accepted).
- Essay (300-350 words max)
- Short Answer Question (100-150 words max)
- Optional Statement
- Résumé (not required, but encouraged) highlighting academics, community service, and leadership

LEGACY FUNDS of HNU

Scholarship Application Guide and Checklist

Step 3: Compose Your Written Responses

Prepare your essay and short answer responses to the given prompts before starting the application.

ESSAY QUESTION:

- Holy Names University was founded on the values of education, service, faith, and social justice. Describe your educational and career goals and explain how these goals reflect the values of the Sisters of the Holy Names. Share examples of how your experiences, actions, or aspirations demonstrate these values, and explain how receiving this scholarship will help you achieve your goals and create a positive impact in your community (300-350 words).

SHORT ANSWER QUESTION:

- Describe a leadership, community service, extracurricular, work, faith-based, or family responsibility experience that is meaningful to you. What was your role, how did you contribute, and what positive impact did your actions have on others or your community? Reflect on what you learned from this experience and how it has influenced your future educational and career goals (100-150 words max).

OPTIONAL STATEMENT:

- Please share any additional information or special circumstances you would like the scholarship committee to consider when evaluating your application and financial need.

Scholarship Application Guide and Checklist

Step 4: Final Check

- Verify that you meet all eligibility requirements.
- Confirm that all documents are in an acceptable file format [PDF or JPEG (.jpg/.jpeg)].
- Review all documents to ensure they are current, complete and include all required information.
- Complete and proofread your essay and short-answer responses.
- Confirm that your current academic transcript includes your GPA.
- Provide a complete FAFSA Student Aid Report (no screenshots).
- Allow sufficient time to review and submit your application before the deadline.

Tip: ***Once you begin the online application, you may save your progress and return at any time before the deadline to finish. Be sure to click "Save" before exiting. A link will be sent to the email address you provided, allowing you to return and complete your application later.***

Be sure to provide an email address that you regularly use and remember to check your spam/junk folder for correspondence. Save noreply@formresponse.com and scholarship@hnu.org to your email contacts.

Ready to Submit? Take one final look at your application to ensure all responses and uploaded documents are accurate and reflect your best work.

Application deadline: Friday, November 27th @ 11:59 PM PST