

OFFICIAL HIGH SCHOOL TRANSCRIPT

- In the Fresno State Scholarships Application, under **Opportunity Specific Questions**, you will be required to provide the name and school email address of the school counselor or registrar who will **scan and upload your official high school transcript online** to the Fresno State Scholarships website for your President's Honors Scholarship application.
- Your request will auto generate an email to the counselor or registrar providing instructions and a link for uploading your official high school transcript.
- You will be able to confirm online that your official transcript has been uploaded. If not, resend your request by clicking on the **References** tab at the top of the page. A **Drafted** status indicates it has been uploaded, a **Requested** status indicates it has not been uploaded. You can also change the person who will upload your official transcript and resend a request, in which case the original request will be removed.
- **Note: Applications received without the addition of an official high school transcript submitted by a counselor or registrar will not be considered.**

COMPLETE SECTIONS 4 – 7 THOROUGHLY

- Each of the sections is designed to assess your AP/IB scores, honors, recognitions and awards (academic and non academic), leadership, work, and community service involvement.
- If you need additional space to enter information, make a duplicate blank PDF copy and fill in the section in which you need more space, print, and scan it along with other documents in your application package.

NARRATIVE STATEMENT AND ESSAY QUESTIONS (SECTIONS 8 – 10)

- The Narrative Statement, Global Awareness Essay, and Life of the Mind Essay questions allow us to gauge your critical thinking and writing skills. Follow the prompts thoughtfully and carefully.

REVIEW YOUR APPLICATION!

- Review your application for misspellings, grammatical or typographical errors, or missing words.
- Have someone (parent, teacher, counselor) proofread your application.
- Make a copy of your application for your records.
- **Note: Handwritten applications will not be considered.**

SIGN THE APPLICATION

- Applicants under the age of 18 must include the signature of a parent or guardian.
- **Note: Applications with missing signature(s) will not be considered.**

SCAN AND UPLOAD YOUR APPLICATION ONLINE

- In the process of completing the application you can **save** and **edit** your application before printing it.
- Please print and scan your application and required documents into one PDF file (not to exceed 10MB), and upload the PDF online under the Supplemental Questions tab at the top of the page. The online application submission deadline is **December 7, 2017**.
- **Note: There are NO EXCEPTIONS to this deadline under any circumstances.**

FINISH AND SUBMIT BUTTON

- Prior to the deadline of December 7, 2017, even if you have already submitted your application, you can go back and make edits/changes, re print, re scan, and re submit. The previous submission will be removed.
- **Note: The last application submitted by an applicant by 11:59 p.m. (P.S.T), on December 7, 2017, will be snapshot and the application period will then close. No more alterations or deletions are allowed after this deadline.**