



# LAUNCH



## A GUIDE FOR NEVADA HIGH SCHOOL SENIORS

**This guide belongs to:** \_\_\_\_\_

My postsecondary destination:

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> University                     | <input type="checkbox"/> Community College   | <input type="checkbox"/> Military  |
| <input type="checkbox"/> Community College-<br>Transfer | <input type="checkbox"/> Technical Institute | <input type="checkbox"/> Workforce |

## Important Contacts

Nevada GEAR UP School: \_\_\_\_\_

Specialist: \_\_\_\_\_ phone or email: \_\_\_\_\_

First-Year College Advisor: \_\_\_\_\_ phone or email: \_\_\_\_\_

# Congratulations – You’re a senior!

You’ve been dreaming for years about what you’ll do after you graduate, and this is the year you’ll take many critical steps to launch your dreams into reality.

**crit·i·cal** /ˈkɹɪdək(ə)l/

adjective

*Having a decisive or crucial importance in the success, failure, or existence of something.*

*“Submitting a college application before the deadline is a critical factor in getting accepted to college.”*

*Synonyms: crucial, vital, essential, important, paramount, key, pivotal.*

*“The completion of the FAFSA is critical for obtaining financial aid.”*

*Antonyms: unimportant*

Section 1 of this Guide outlines the actions you need to take this year, depending on what you want to do after high school, and Sections 2 through 8 provide important information and resources to help you take those actions.

Beginning with Section 1, look for the checklist that applies to you – based on whether you plan to:

- Attend a four-year college or **university** to earn a bachelor degree
- Enroll in a **community college** first, then **transfer** to a university after 2 or 3 years to earn a bachelor degree
- Obtain an associate degree or certificate at a **community college**
- Obtain a certificate or license in a skilled trade at a **technical institute**
- Enlist in the **military**, or
- Immediately enter the **workforce**

The checklist for each plan provides timelines for completing each action, but you’ll need to pay attention to specific deadlines and due dates, since they vary.

It’s a good idea to keep this guide with you so you have easy access to all this stuff anytime you need it!

Beyond Section 1, you’ll find resources and information on everything from financing your college education to writing a resume. You’ll also find helpful tools for tracking the status of your college, scholarship, and job applications, and pages for recording important information you’ll need to access regularly throughout the year.

We know you’re excited to graduate. But it’s important, this year, that you stay focused, both on your class work, as well as the important actions outlined in this Guide.

And don’t forget your GEAR UP Specialist is available throughout the year to help you through every step.

# Senior Year Guide

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## Section 1 Staying on Track

# Staying on Track

Wherever you plan to go after high school graduation – whether you’re headed to college, the workforce, or the military – the checklists in this section will help you stay organized and on track to reach your goal. Each checklist outlines specific action steps that act as a guide to your postsecondary plan. Simply find the checklist that applies to you, then use the pages throughout this guide, coded with the matching symbol, to find the information and resources you need to successfully complete each step on your checklist. Review the entire checklist for your postsecondary plan before

you begin, because it is helpful to see the complete picture of everything that needs to happen before you begin to tackle each step. If you’re unsure about anything on your checklist, explore the rest of this guide which includes additional details on how to complete each step, such as applying for and paying for college. Pages in this guide are marked with a symbol to make it easy for you to find the information and resources applicable to you and your specific plan (see symbol key). If you’re still unsure about something, your GEAR UP Specialist can help.

SECTION 1

# Four-Year University

If your plan is to attend a four-year college or university and earn a bachelor degree (including ROTC programs and military academies) this checklist is for you!

My top three schools of choice (see Section 2 for resources to help select schools):

- 1.
- 2.
- 3.

List the majors you are considering here: (see Section 6 for resources to help decide a career pathway):

- 1.
- 2.
- 3.

# Four-Year University Checklist

	Action Steps	Recommended Timeline	School 1 Date	School 2 Date	School 3 Date	Notes
Do these for every school where you apply	Obtain college application fee waiver(s)	Aug – Sept				
	Complete college app(s), incl. fee or using fee waiver	Aug – Oct				
	Complete personal essay	Aug – Oct				
	Request/mail transcripts (& CLEP test scores if applicable)	Within 1 week of completing college app				
	Register to take or re-take ACT/SAT	Prep- July - Oct Retake- Oct - Dec				
	Ensure ACT/SAT scores are reported to schools	Aug – Jan				
	Register for NCAA/NAIA Clearinghouse (if interested in playing college sports)	Aug – Dec				
	Explore ROTC or officer programs (if interested)	Aug – Dec				
	Complete Nevada Promise application as a safety option	Aug – Oct				
	Obtain Federal Student Aid (FSA) ID (student & parent)	July – Sept				
	Complete Free Application for Federal Student Aid (FAFSA)	Oct - Dec				
	Review Student Aid Report (SAR)	Oct - Dec				
	Complete additional scholarship apps (personal essay)	Jun- May				
	Review admission letters and financial awards	Oct - Apr				
Do these for the college where you will go	Accept admission at school of choice	As early as you know. By May				
	Pay or defer enrollment deposit to selected school	After accepting admission. Spring				
	Register for orientation	After accepting admission. Spring				
	Apply for housing by listed deadline (if applicable)	After accepting admission. Spring				
	Learn about TRiO/bridge programs & apply (if needed)	After accepting admission. Spring				
	Inform your college/career Counselor of every and scholarship offer	As early as you know				
	Complete FAFSA verification (if selected)	Spring				
	Check your university email & portal regularly & respond promptly to messages	Ongoing				
Other:						

SECTION 1

# Community College (transfer, associate degree, or certificate)

If you want to earn a bachelor degree by starting at a community college and then transferring to a 4-year university - or if you want to attend a community college to earn an associate degree or a certificate - then this checklist is for you! If you are planning to transfer, you will want to earn an Associate of Arts (A.A.) or an Associate of Science (A.S.). If you are planning to work after earning your degree, you may want to earn an Associate of Applied Science (A.A.S.) that prepares students to directly enter the workforce.

My top schools of choice are (see Section 2 for resources to help select schools):

- 1.
- 2.
- 3.

List the majors you are considering here:

- 1.
- 2.
- 3.

The degree I'm pursuing is: (circle one)

- **Transfer** (2 or 3 years at the community college, plus 2 or 1 at a university)
- **Associate degree** (2 years)
- **Certificate** (culinary arts or fire science, for example)

If you know what career you want to pursue, but you're not sure how much education you need, visit [bls.gov/ooh](https://bls.gov/ooh) to learn more about educational requirements, pay, and the outlook for the profession.

	Action Steps	Recommended Timeline	School 1 Date	School 2 Date	School 3 Date	Notes
Do these for every school where you will apply	Obtain college application fee waiver(s)	Aug - Sept				
	Complete college app(s), incl. fee or using fee waiver	Aug - Sept				
	Request/mail transcripts (& CLEP test scores)	Within 1 week of completing college app				
	Prep for and take/retake placement tests (e.g., Accuplacer)	Prep - July - Oct Take/retake- Nov - Dec				
	Complete Nevada Promise application as a safety option	Aug - Oct				
	Obtain Federal Student Aid (FSA) ID (student & parent)	July - Sept				
	Complete Free Application for Federal Student Aid (FAFSA)	Oct - Dec				
	Review Student Aid Report (SAR)	Oct - Dec				
	Complete scholarship apps (personal essay)	Aug - May				
	Review admission letters and financial awards	Oct - Apr				
Do these for the college where you will go	Accept admission at school of choice	As early as you know. By May				
	Talk with a GEAR UP First-Year College Advisor and/or attend summer orientation	Mar - May				
	Arrange housing (if applicable). Community colleges do not usually have housing on campus	After accepting admission. Spring				
	Explore program of study (including transfer programs)	Spring				
	Learn about TRiO/bridge programs & apply	After accepting admission. Spring				
	Inform your college/career counselor of every acceptance and scholarship offer	Spring				
	Complete FAFSA verification (if selected)	Spring				
	Check your college email and portal regularly and respond promptly to messages	Ongoing				
Other:						

SECTION 1

# Technical Institute/School

If you want to attend a technical institute/school and obtain a certificate or license in a skilled trade, this checklist is for you! At tech schools, you can train to become a certified professional in a variety of fields, such as a motorcycle mechanic, a nurse or a computer technician.

My top schools of choice are (see section 2 for resources to help select schools):

- 1.
- 2.
- 3.

I'm interested in pursuing a career in (see section 6 for resources to help decide a career pathway):

If you know which career you want to pursue, but you're not sure how much education you'll need, visit [bls.gov/oo](http://bls.gov/oo) to learn more about educational requirements, pay, and the outlook for the profession.

Action Steps	Recommended Timeline	School 1 Date	School 2 Date	School 3 Date	Notes
Check to see if community college has program of study needed; compare cost	Aug - Dec				
Obtain app fee waiver(s)	Aug - Dec				
Complete tech school application(s)	Feb				
Send amendments (transcript, test scores, portfolio, etc.)	Aug - Dec				
Obtain Federal Student Aid (FSA) ID (student & parent)	Jul - Sept				
Complete Free Application for Federal Student Aid (FAFSA)	Oct - Dec				
Review Student Aid Report (SAR)	Oct - Dec				
Complete scholarship apps (personal essay)	Aug - May				
Review admission letters and financial awards	Oct - Apr				
Accept admission at school of choice	As early as you know. By May				
Explore career outlook	Mar - May				
Arrange for housing (if applicable)	After accepting admission. Spring				
Inform your First-Year College Advisor of every acceptance and scholarship offer	After accepting admission. Spring				
Other:					

SECTION 1

# Military Enlistment

If you plan to enlist in the military immediately after high school, then this checklist is for you! Section 5 has more details on entering military service.

I plan to join the:

- Army
- Navy
- Airforce
- Marines
- Coast Guard

If you are interested in ROTC, use the university checklist on page 9.

Action Steps	Recommended Timeline	My Date	Notes
Schedule appointment with Military Recruiter	Fall		
Take or re-take ASVAB	Fall		
Discuss Delayed Entry Program with recruiter	Fall		
Complete Physical Examination with Military Entrance Processing Station (MEPS)	As directed by recruiter (Fall/ Winter)		
Review ASVAB scores with School Counselor	Spring		
Research potential careers for service	Spring		
Meet with Enlistment Counselor to determine career prospects	As directed by recruiter		
Take the Oath of Enlistment	As directed by recruiter		
Prepare for Boot Camp	Spring		
Other:			

SECTION 1

# Workforce

If you plan to enter the workforce immediately after high school graduation, then this checklist is for you!

My career interest areas or job prospects include (see Section 6 for resources to help determine a career pathway):

- 1.
- 2.
- 3.

Visit [bls.gov/ooh](http://bls.gov/ooh) to learn more about educational requirements, pay, and the outlook for the fields you're considering pursuing after graduation.

Action Steps	Recommended Timeline	My Date	Notes
Research training required for field of interest	Fall / Winter		
Research community college options/programs	Fall / Winter		
Ask people to serve as references	Spring		
Create / update resume (See Section 6)	Winter/Spring		
Research job openings	Spring		
Prepare for job applications by completing form in Section 6	Winter/Spring		
Apply for jobs	Spring		
Request letters of recommendation	As required for application		
Inform Counselor of job placement	As soon as you're hired; May at latest		
Other:			
Other:			

# Section 2

## College Applications

# Taking Your Education to the Next Level

If you're planning to continue your education after high school—whether you're headed to a university, community college, or tech school – this section will help you get there. In the following pages you'll find guidance related to choosing a school, submitting college applications, preparing for and taking college entrance exams, and smoothly transferring from a community college to a university.

For details on paying for college, see sections 3 and 4.

**SECTION 2**

# Collecting Personal Information

Take a few minutes to fill out this form. Then with your high school **transcript** in hand, you'll have everything you need to complete most college applications. You might need to work with your parent or family members to get all the details.

When it comes time to apply, many universities charge a fee—\$50 or \$100 application fees are common. However, it is likely that you can get this fee waived. Contact your GEAR UP Specialist to find out how.

Leave areas blank if they don't apply to you.

CONTACT INFORMATION	
Full Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Phone Number	
Mobile Phone Number	
E-Mail Address (not your high school email address)	
Social Security Number	
Driver's License Number and Date Issued	
Date of birth	
SCHOOL INFORMATION	
Name of Current High School	
Street Address, City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Name of Previous High School Attended	
Street Address, City, State, Zip Code	
Telephone Number	
Dates Attended	
Colleges Attended/College Credits Earned (List any college from which you expect to receive credit - including dual enrollment or concurrent enrollment).	
College Name	
Street Address, City, State, Zip Code	
Dates Attended	
Course Name/Number of Credits	
Course Name/Number of Credits	
Potential College Major	

# Collecting Personal Information

## Testing (ACT, SAT, AP, CLEP)

### 1<sup>st</sup> Attempt

SAT Date (month/year) Comp Score

ACT Date (month/year) Comp Score

### 2<sup>nd</sup> Attempt

SAT Date (month/year) Comp Score

ACT Date (month/year) Comp Score

AP Subject Score AP Subject Score

CLEP Subject Score CLEP Subject Score

## Athletics, Clubs and Organizations

List your role/position each year

List name of club/sports team	Freshman	Sophomore	Junior	Senior

Honors & Awards		
Name and Date of Award	Reason for Award/Honor	Sponsor

Community Service			
Name of the organization/contact	Description of volunteer service	Number of hours of service	Date(s) of service

### Family Information and Other Personal Information

Student's status:

- US Citizen
- Permanent US Resident
- Refugee
- Asylee
- DACA State of residence: \_\_\_\_\_

Have either of your parents earned a bachelor's degree or higher?

- Yes
- No

Are your parents affiliated with the US military?

- Yes
- No

Emergency Contact

Name/Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

# List of Nevada Colleges and Universities

## College of Southern Nevada

First-Year College Advisor: Morgan Haynes

Email: [morgan.haynes@csn.edu](mailto:morgan.haynes@csn.edu)

## Great Basin College

First-Year College Advisor: Madison Masching

Email: [madison.masching@gbcnv.edu](mailto:madison.masching@gbcnv.edu)

## Nevada State College

First-Year College Advisor: Tanya Smith

Email: [tanya.smith@nsc.edu](mailto:tanya.smith@nsc.edu)

## Truckee Meadows Community College

First-Year College Advisor: Jairon Castellanos

Email: [jcastellanosboteo@tmcc.edu](mailto:jcastellanosboteo@tmcc.edu)

## University of Nevada, Las Vegas

First-Year College Advisor: Morgan Fullmer

Email: [morgan.fullmer@unlv.edu](mailto:morgan.fullmer@unlv.edu)

## University of Nevada, Reno

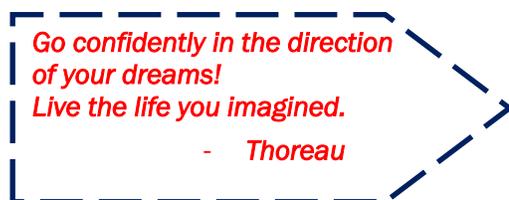
First-Year College Advisor: Andrea Saavedra

Email: [andreaaavedra@unr.edu](mailto:andreaaavedra@unr.edu)

## Western Nevada College

First-Year College Advisor: Tawnie Wentz

Email: [Tawnie.wentz@wnc.edu](mailto:Tawnie.wentz@wnc.edu)



# What is the Best Fit for Me?

Deciding which college to attend can be a challenge – there are so many factors to consider!

Decide what is most important to you in a college experience, along with your long-term goals and how college will play a part in achieving those goals. By visiting college websites, talking with current and former students, and reading online reviews, try to learn as much as possible about your potential school.

Below are some things you might want to consider as you research. How would you rank order what is most important to you?

<p><b>Type of School</b></p> <ul style="list-style-type: none"> <li>• 2-year or 4- year</li> <li>• Public or private</li> <li>• University/research institution or liberal arts college</li> <li>• All male, all female, or coed</li> <li>• Religious or secular</li> </ul>	<p><b>Student Life</b></p> <ul style="list-style-type: none"> <li>• On/off campus activities</li> <li>• Athletics</li> <li>• Greek life</li> <li>• Student organizations</li> <li>• Safety</li> <li>• Student body diversity</li> </ul>	<p><b>Location</b></p> <ul style="list-style-type: none"> <li>• Urban or rural</li> <li>• Size of nearest city</li> <li>• Distance from home</li> <li>• Geographic setting and weather</li> </ul>
<p><b>Affordability</b></p> <ul style="list-style-type: none"> <li>• Cost of Attendance (tuition, fees, transportation, housing)</li> <li>• Scholarships</li> <li>• Campus employment opportunities</li> </ul>	<p><b>Admission Requirements</b></p> <ul style="list-style-type: none"> <li>• Minimum GPA</li> <li>• Average test scores</li> <li>• Required high school courses</li> <li>• Likelihood of being accepted</li> </ul>	<p><b>Housing</b></p> <ul style="list-style-type: none"> <li>• Residence halls</li> <li>• On/off campus housing</li> <li>• Meal plan</li> <li>• Parking for residents and for commuters</li> </ul>
<p><b>Academics</b></p> <ul style="list-style-type: none"> <li>• Programs and majors offered</li> <li>• Student-faculty ratio</li> <li>• Accreditation</li> </ul>	<p><b>Size</b></p> <ul style="list-style-type: none"> <li>• Physical enrollment</li> <li>• Average class size</li> <li>• Physical size of campus</li> </ul>	<p><b>Other criteria important to you</b></p>

How do the schools you're interested in measure up? Here's a chart to help you compare the colleges you are interested in, with the criteria that is most important to you.

Criteria	College:	College:	College:	College:
<i>Type of School</i>				
<i>Student Life</i>				
<i>Location</i>				
<i>Affordability</i>				
<i>Admission Requirements</i>				
<i>Housing</i>				
<i>Academics</i>				
<i>Size</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				

# Tracking College Applications

As you begin the college application process, it's a good idea to include at least one of each of the following types of **choices**:

- **Safe choice** – Your academic credentials fall above the school's range for the average freshman. You can be reasonably certain that you will be admitted to your safe choice school.
- **Realistic choice** – Your academic credentials fall within (or even exceed) the school's range for the average freshman. There are no guarantees, but it's not unreasonable to be accepted to several of your realistic choice schools.

Use this table to keep track of your progress on your college applications:

Tracking College Applications				
	Application Deadline (note priority deadline, if applicable)	Date you applied	Date you sent application payment/ waiver	Date you sent your official HS transcript
College #1				
College #2				
College #3				
College #4				
College #5				

- **Reach choice** – Your academic credentials fall below the school’s range for the average freshman. Reach schools are important to apply to – if there is a specific, selective college you really want to go to and you have even a remote shot at getting accepted, go for it.

	Date you sent college transcript, if applicable	Date you sent test scores: CLEP, AP, ACT, SAT	Received response - Accepted Yes or No?	Financial Award Letter Received and Reviewed Yes or No?
College #1				
College #2				
College #3				
College #4				
College #5				

# Taking or Re-taking College Entrance Exams

The ACT and SAT are college admissions tests. Many colleges and programs use ACT or SAT scores in their admission decisions, although some do not, and some specifically require one test or the other, so check the requirements for the colleges to which you're applying. Nevada's community colleges don't require a certain score on either test for admission generally, but some specific majors do use these scores in their admission decisions. Universities also often use your ACT or SAT score in specific subject areas to determine freshman year course placement, particularly for math.

You will need an SAT or ACT score to be considered for merit scholarships - higher scores can earn you larger scholarship awards.

**I already took the ACT as a junior. Should I re-take it this year?** Once you've received your ACT score report, take a moment to congratulate yourself! Completing a three-hour exam is an accomplishment in itself. Next, realize that sometimes students need to take the exam two or three times to maximize their score. This is completely normal; in fact, most students take the test more than once. Here's how to decide whether you should re-take it:

**What are the scores necessary for your target schools or target scholarships?** Take a moment to research the schools you want to go to. Many schools list the average or mid-range SAT and ACT scores for their admitted students directly on their website (check the Admissions section). Aim to be at or above their posted average score, but keep in mind that extracurriculars and GPA also factor into the admission decision. Use the "scholarship estimator" tools on college websites to figure out whether a higher score could earn you a bigger scholarship and if so, how likely is it you could improve your score by the needed amount.

## How many times have you already taken the test?

Although it is true that retaking the test can raise your score, after the third time taking the exam, subsequent attempts at the test are unlikely to raise your score unless you've done something drastically different to prepare. Just taking the test over and over is pretty pointless if you don't change anything in between attempts.

## Are my score expectations realistic?

Going up by 3 or 4 points on the ACT is a realistic goal with effort, especially from your first to second time taking the test. It is also important to realize that the higher your starting score is, the harder it is to get your score up with future retakes. For example, if you've already scored a 34 on the ACT and have taken the test twice already, it probably isn't necessary to take the test for a third time. Also, recognize that score improvements don't come without effort.

## How do I move forward?

If you've considered these questions and come to the conclusion that you don't want or need to retake the ACT, congratulations! Focus on completing your applications and essays, and on making a strong finish in your high school career. If you do want to retake the ACT then pick a test date that fits your schedule and deadlines and start using the prep tools available: [kahnacademy.org/sat](http://kahnacademy.org/sat) for the SAT; on-line ACT prep available free for students with ACT fee waivers or ask your School Counselor for test prep resources at your school.

<sup>1</sup> Sources: testive.com and [act.org/content/dam/act/unsecured/documents/ACT-Score-Report-eBook.pdf](http://act.org/content/dam/act/unsecured/documents/ACT-Score-Report-eBook.pdf)

SECTION 2

# SAT vs. ACT

SAT	ACT
<b>Scores</b>	
The SAT is scored on a scale of 400-1600	The ACT is scored on a scale of 1-36
<b>Questions</b>	
SAT questions require more time to understand and answer	ACT questions tend to be more straightforward
<b>Reading</b>	
The SAT has 5 reading passages	The ACT has 4 reading passages
<b>Science</b>	
There is no Science Test on the SAT	The ACT has a science section that tests your critical thinking skills
<b>Math</b>	
Both tests now have the SAME advanced math concepts: Arithmetic, Algebra I & II, Geometry and Trigonometry	
<b>Tools</b>	
Some SAT math questions don't allow you to use a calculator	You may use a calculator for ALL the math questions on the ACT
<b>Essay</b>	
Both essays are OPTIONAL	
The SAT essay section is more comprehension focused. You have 50 minutes to complete it	The ACT wants to see how well you can evaluate and analyze complex issues. You have 40 minutes to complete it

*Adapted from The Princeton Review*

Need to re-take the SAT or ACT? Talk to your GEAR UP Specialist to find out about test dates, test fee waivers and test prep options. You must register 5 weeks before the

# You're Accepted...Now What?

Once you've received your acceptance letters and decided on a school, there are still a few actions you'll need to take to secure your spot. Plus, you'll want to keep track of some key information.

Use the tools on this page to help you keep everything organized and on-time.

If you have questions about processes or next steps, check in with your GEAR UP First-Year College Advisor.

**Be sure to check your college email account regularly.**

The college I am attending next year is: \_\_\_\_\_

My Admissions Counselor's name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My Financial Aid Counselor's name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My college username: \_\_\_\_\_ Email: \_\_\_\_\_

My college ID #: \_\_\_\_\_

Date I accepted admissions offer	Date I paid/deferred enrollment deposit	Date I applied for housing	Orientation date I selected	Date I sent my final transcript	Date I accepted/declined financial awards	Date I sent my immunization records

## Summer Bridge Programs

Name: \_\_\_\_\_

Application deadline: \_\_\_\_\_ Date applied: \_\_\_\_\_

Name: \_\_\_\_\_

Application deadline: \_\_\_\_\_ Date applied: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First-year programs or other organizations I am interested in joining (include GEAR UP and TRiO programs if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 2

# Transferring from a Community College to a University

A college degree is valuable. So is your time and money. By following a transfer program, you can begin your college studies at a community college or similar two-year program while earning an associate degree, and rest assured that your credits will transfer to a bachelor degree at any public university and many private universities in Nevada.

## How does this work in Nevada?

A student who completes all of the courses listed for the selected major will be able to earn an Associate of Arts (A.A.), Associate of Science (A.S.), or an Associate of Business (A.B.) degree from a community college. The student is guaranteed that all community college courses taken will be accepted at the college/university, and the courses will count toward completion of the particular major. If a community college student transfers to another Nevada community college, most, if not all courses will transfer. \*

## Tips and helpful advice on making your transfer experience successful

1. Get advising from your current school and the school where you plan to transfer.
2. Register with “transfer” in mind.
3. Start planning today.
4. Meet with your GEAR UP First-Year College Advisor to discuss future plans.
5. Review the university application process.
6. Attend new student orientation or use online orientation tools to become familiar with your new college or university.

## Nevada transfer programs

- Common Course Numbering: Commonly numbered courses automatically transfer as the same course.
- University of Nevada, Las Vegas: Seamlessly transfer to UNLV from any community college in Nevada.
- University of Nevada, Reno: The Silver State Transfer program helps community college students transfer to UNR.

## Building your Transfer Degree



# Section 3 Financial Aid

# Paying for College

If you're concerned about how you're going to pay for your college or university experience, consider this:

- College might not cost as much as you think. In fact, most families overestimate the price tag.
- There is help available. Financial aid can make paying for school realistic.
- Your education is a long-term investment. On average, college graduates earn twice as much as those with high school diplomas.

In this section of the guide, you will find information about types of financial aid, how to apply for aid, and how to interpret the financial aid offers you receive.

SECTION 3

# What is Financial Aid?

Financial aid is money to help you pay for college. It may be in the form of grants, scholarships, loans, work-study programs, or a combination. The aid comes from the federal and state governments, colleges and universities, banks, and private organizations.

Applying to receive financial aid is a separate process from applying for admission to a college. You have to do both. For all government aid, and much private and institutional aid, you apply using the Free Application for Federal Student Aid, or FAFSA (see coming pages in this section for more details).

## Four Primary Sources of Financial Aid

- 1. Grants**

Grants are free money – they don't have to be repaid. Grants come from the state and federal government as well as from colleges. Generally, grants are based on financial need. Which means that they are awarded based on your family's size and financial circumstances. One example of a grant is the Pell Grant from the federal government. For 2019-20, the maximum grant, which is available to students with the most financial need, was \$6,195. \* To earn the Pell Grant, you must be a U.S. citizen or eligible non-citizen and must complete the FAFSA (Free Application for Federal Student Aid).
- 2. Work-Study**

This federally sponsored program provides students with part-time employment (often on campus) during college. Eligibility is based on financial need; students must complete the FAFSA to be considered.
- 3. Scholarships**

Scholarships are also free money and don't need to be repaid. Scholarships are awarded to all types of students. Some scholarships are for students with an exceptional academic record in high school and others are for students who possess certain characteristics important to the provider (such as hobbies, athletic ability, membership in a particular group, etc.). Most scholarships require an application, and dollar amounts vary. Applying for private aid through scholarships is covered in section 4.
- 4. Loan**

This is borrowed money that must be repaid with interest. It's similar to a car loan. (See the glossary for more information)

*\*This amount may change every year*

Two out of every three college students receive some type of financial assistance.

### SECTION 3

## Sources of Financial Aid?

Very few students get all of their financial aid for college from one source. When you are searching for financial aid, consider a wide variety of options and apply to as many programs as possible. Here are some common types of organizations that offer financial aid:

- **Your College:** College and universities offer financial aid programs for their students. Visit the financial aid webpages of every college you are considering and apply for all of the scholarships you think you might be eligible to receive.
- **The Community:** Nonprofit organizations, foundations, and businesses often provide scholarships as a community service. To find these programs talk to your counselor or check out the Financial Aid 101 Guide provided on the [GEAR UP website](#).
- **The Government:** The Federal Government offers over \$150 billion in aid each year. Likewise, Nevada offers millions of dollars to its students. To qualify for aid from the State of Nevada, students must be a U.S. citizen or eligible non-citizen (with some exceptions), a Nevada resident one year prior to the application deadline, and complete the FAFSA. In the Financial Aid 101 Guide, you will find a description of some of the scholarships available from the State of Nevada.

## Federal Student Aid

### What is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses. Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. There are three main types of federal student aid: grants, work-study, and loans.

### Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal aid, regardless of age or family income. Some of the most basic eligibility requirements are that you must:

- Demonstrate financial need, for most programs.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Register (if you haven't already) with Selective Service if you are a male between ages 18-25.
- Be enrolled or accepted for enrollment in an eligible degree or certified program.
- Maintain satisfactory academic progress in college, career or technical school, or graduate school.

The full list of eligibility requirements is available at [www.StudentAid.gov/eligibility](http://www.StudentAid.gov/eligibility).

### How do you apply for federal student aid?

To apply for federal student aid, you must complete the Free Application for Federal Student Aid (FAFSA). Reference the following pages for more information about how to file the FAFSA.

SECTION 3

# What Types of Federal Student Aid are Available?

The following chart outlines the most common types of federal student aid:

PROGRAM AND TYPE OF AID	PROGRAM INFORMATION	AWARD AMOUNT (SUBJECT TO CHANGE)
<p><b>Federal Pell Grant</b></p> <p>A grant does not need to be repaid.</p>	<p>For undergraduates with financial need who have not earned a bachelor or professional degree</p> <p><b>StudentAid.gov/Pell-Grant</b></p>	<p>Amounts can change annually.</p>
<p><b>Federal Supplemental Educational Opportunity Grant (FSEOG)</b></p> <p>A grant does not need to be repaid.</p>	<p>For undergraduates with exceptional financial need, federal Pell Grant recipients take priority; funds depend on availability at a school.</p> <p><b>StudentAid.gov/fseog</b></p>	<p>Up to \$4,000</p>
<p><b>Federal Work-Study</b></p> <p>Work-Study: money earned through a job and doesn't have to be repaid.</p>	<p>For undergraduate students, part-time jobs can be on campus or off-campus. Money is earned while attending school.</p> <p>Your total work-study award depends on:</p> <ul style="list-style-type: none"> <li>• When you apply</li> <li>• Your level of financial need</li> <li>• Your school's funding level</li> </ul> <p><b>StudentAid.gov/workstudy</b></p>	<p>No annual minimum or maximum amounts</p>
<p><b>Federal Loans</b></p> <p>A loan must be repaid with interest.</p>	<p><b>Subsidized Loans:</b> The U.S. Department of Education generally pays interest while the student is in school; the student must be enrolled at least half-time.</p> <p><b>StudentAid.gov/sub-unsub</b></p> <p><b>Unsubsidized Loans:</b> The borrower is responsible for interest during all periods, including while the student is enrolled. A student must be enrolled at least part-time.</p> <p><b>StudentAid.gov/sub-unsub</b></p> <p><b>Direct PLUS Loans:</b> For parents of dependent undergraduate students; the borrower is responsible for interest during all periods, including while the student is enrolled; a student must be enrolled at least half-time; financial need is not required; the borrower must not have adverse credit history.</p> <p><b>StudentAid.gov/plus</b></p>	<p><b>Subsidized Loans:</b> Up to \$5,500 depending on grade level and dependency status.</p> <p><b>Unsubsidized Loans:</b> Up to \$20,500 (less any subsidized amounts received for the same period) depending on grade level and dependence status.</p> <p><b>Direct PLUS Loans:</b> Maximum amount is the cost of attendance minus any other financial aid received.</p>

\*Excerpted from Federal Student Aid at a Glance 2019-2020 Worksheet <https://studentaid.ed.gov/sa/sites/default/files/aid-glance-2019-20.pdf>

### SECTION 3

## Nevada Financial Aid

To qualify for these scholarships, a student must complete the FAFSA, be a U.S. citizen, or an eligible non-citizen (with some exceptions) and be a Nevada resident one year prior to the application deadline.

### Governor Guinn Millennium Scholarship

The Governor Guinn Millennium Scholarship (GGMS) is a merit scholarship that pays up to \$10,000 award paid on a per-credit hour basis, up to 15 credit hours each semester.

#### Requirements

- Must graduate with a diploma from a Nevada public or private high school.
- Must have been a resident of Nevada at least two of your high school years.
- Must finish high school with an overall 3.25 GPA for all coursework, or receive a qualified score on a college entrance examination
- Must complete the minimum core curriculum requirements:

HIGH SCHOOL COURSES	UNITS
English	4
Math (including Algebra II or higher)	4
Science	3
Social Studies or History	3

### Nevada System of Higher Education Nevada Promise Scholarship

The Nevada Promise Scholarship provides last-dollar financial aid to Nevada students attending any of the state's four community colleges: College of Southern Nevada, Great Basin College, Truckee Meadows Community College, or Western Nevada College.

#### Requirements

- Must be classified as a Nevada resident for tuition purposes.
- Earned in previous academic year:
  - High school diploma from a public or private high school located in Nevada;
  - High school diploma from a public high school in a county of another state that borders Nevada and accepts Nevada residents; or
  - General equivalency diploma (GED) or equivalent document
- Be less than 20 years of age.
- Enroll in a minimum of 12 semester credit hours in an associate degree program, a bachelor's degree program or a certificate of achievement program for each semester of the school year immediately following the school year in which the student graduates from high school.

For further information, see GEAR UP Financial Aid 101 Guide.

### SECTION 3

# FAFSA (Free Application for Federal Student Aid) Facts

Filing the FAFSA is free! We've made it easy for you to gather the information you will need to complete the FAFSA. The FAFSA is an important part of your journey and it might even mean free money to cover your college costs.

The next few pages provide helpful forms and sample documents to get you through the three major steps to complete the FAFSA:

1. **Get your FSA ID (you and your parent), see pages 31 and 32**
2. **Complete the FAFSA (with your parent), see page 31 and 33**
3. **Review your SAR, see page 34 and 35.**

We've also included information to help you understand the financial aid award offers you receive from your college(s).

## **fafsa.gov**

At [fafsa.gov](https://fafsa.gov), you can complete, submit, and track your application. However, if you do not have Internet access, you can get a paper copy by calling 1-800-4-FED-AID (433-3243). Remember, filing the FAFSA is free. If you see a website or ad requesting a fee, steer clear!

To learn more about how to complete the FAFSA correctly, visit [www.studentaid.ed.gov/fafsa-fillingout](https://www.studentaid.ed.gov/fafsa-fillingout).

SECTION 3

# Pre-FAFSA Information

By filling in this form, you will have, in one convenient place, all the information you need to create your FSA ID online and to complete your FAFSA.

1. Student Email (not your high school email): \_\_\_\_\_ cell phone: \_\_\_\_\_  
Parent Email: \_\_\_\_\_ cell phone: \_\_\_\_\_
2. Are you a Nevada resident? Yes\_\_\_ No\_\_\_  
Month/Year you began living in Nevada: \_\_\_\_\_
3. Are your parents Nevada residents? Yes\_\_\_ No\_\_\_  
Month/Year your parents began living in Nevada: \_\_\_\_\_
4. Your Social Security number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_
5. Your parents' Social Security number:  
Parent 1: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Parent 2: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_
6. If you are not a U. S. citizen, what is your Permanent Resident card A #: \_\_\_\_\_
7. What are your parents' dates of birth? Parent 1 D.O.B. \_\_\_\_\_Parent 2 D.O.B.\_\_\_\_\_
8. Do you have a driver's license? Yes\_\_\_ No\_\_\_
9. Your Driver's License #: \_\_\_\_\_ Expiration Date:\_\_\_\_\_
10. What is the month and year your parents were married, divorced or separated? \_\_\_\_\_
11. What is the highest level of school your parents completed? (circle one for each parent)

Parent 1: Middle school/Jr. High	High School	College or beyond	Other/unknown
Parent 2: Middle school/Jr. High	High School	College or beyond	Other/unknown

When you file the FAFSA, in addition to the information above, these are the items to have at hand (for yourself and your parents).

- Most recent W2 forms
- Most recent Federal Income Tax Forms
- Most current statements from all accounts (checking, savings, investments, etc.)
- Child support paid or received
- Value of investment farms and businesses
- Other prior year benefits (workers comp, military, clergy, or veteran amounts)

SECTION 3

# FSA (Federal Student Aid) ID Form

The first step to completing your FAFSA is to create an FSA ID (a username and password). Your FSA ID gives you access to Federal Student Aid’s online systems and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

Fill in this form as you create your FSA ID, so you have the information when you need it to log in later. To create an FSA ID, go to [fsaid.ed.gov](https://fsaid.ed.gov).

**Student Information**

Email address: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):


Significant date answer: (MM/DD/YYYY): \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):


Significant date answer: (MM/DD/YYYY): \_\_\_\_\_

**THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!**

SECTION 3

# What Is My Dependency Status?

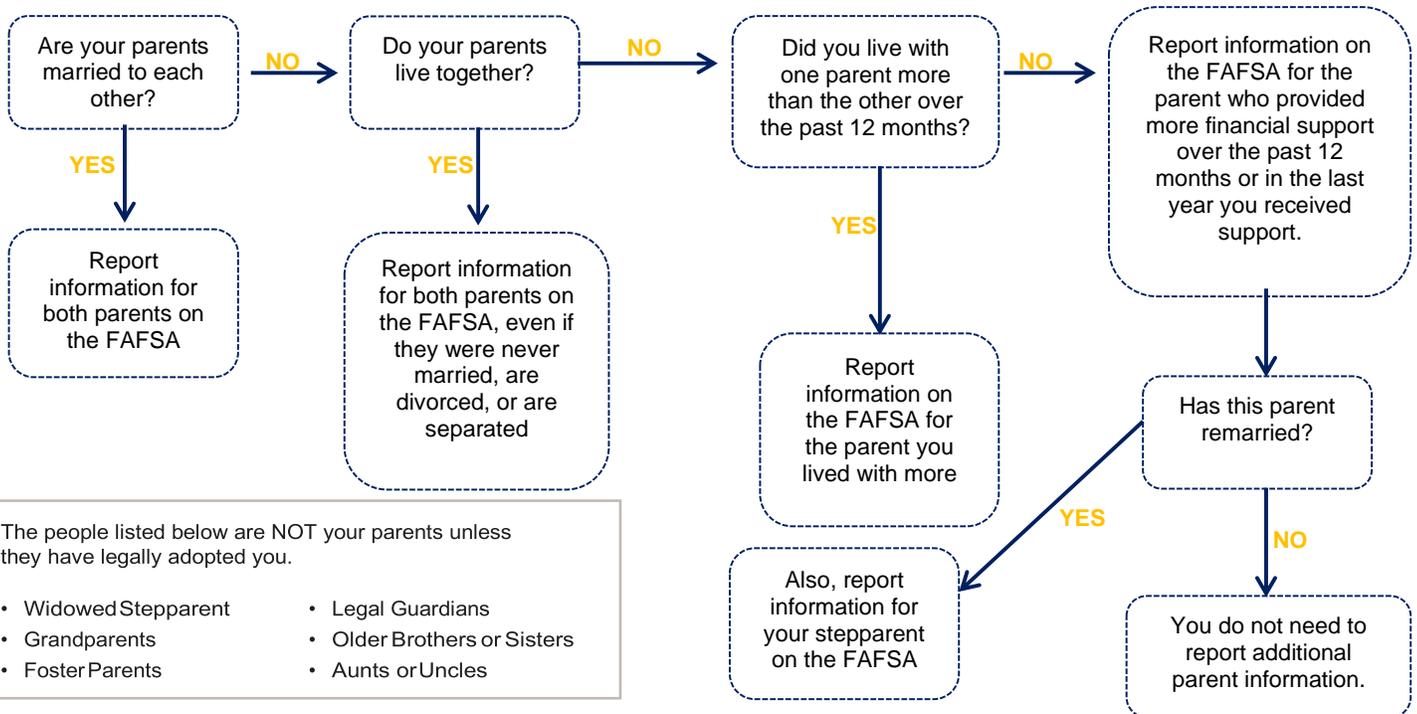
The following statements will determine your dependency status for the FAFSA. **Mark any that are true.**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> I will be 24 or older by Dec. 31 of the school year for which I am applying for aid                          | <input type="checkbox"/> I am serving on active duty in the U.S. Armed Forces                                | <input type="checkbox"/> Since I turned age 13, both of my parents were deceased  | <input type="checkbox"/> I was a dependent or ward of the court since turning age 13 |
| <input type="checkbox"/> I am married   | <input type="checkbox"/> I am a veteran of the U.S. Armed Forces   | <input type="checkbox"/> I was in foster care since turning age 13  | <input type="checkbox"/> I am homeless or at risk of being homeless                  |
| <input type="checkbox"/> I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate) | <input type="checkbox"/> I now have or will have children for whom I provide more than half of their support | <input type="checkbox"/> I have dependents (other than children or my spouse) who live with me, and I provide more than half of their support | <input type="checkbox"/> I am currently or I was in legal guardianship               |
|   |  |   | <input type="checkbox"/> I was or am currently an emancipated minor                  |

If you marked any of the statements, you are independent and will not provide parental information on the FAFSA.

If none of the statements are true, you are a dependent student and must provide parental information on the FAFSA. Dependent students are required to include parent information on the FAFSA. Use this guide to figure out which parent's information to include on the FAFSA.

## Who's My Parent?



### SECTION 3

# To Receive Federal Aid or State Aid A Student Must...

## Be a U.S. CITIZEN or U.S. National

- You are a U.S. Citizen if you were born in the United States or certain U.S. territories. If you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island then you are a U.S. national.

## Have a GREEN CARD

- You are eligible if you have a form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

## Have an ARRIVAL-DEPARTURE RECORD

- Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if Issued before April 1, 1980)
  - Parolee

## Have BATTERED IMMIGRANT STATUS

- You are designated as a "battered immigrant - qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

## Have a T-VISA

- You are eligible if you have a T-VISA or a parent with a T-1 visa.

**AND**

Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federate States of Micronesia, or the Republic of Palau

If you, the student, are a U.S. citizen but your parent is NOT, you can still complete the FAFSA. Your parent's will enter all 0s for their SSN (000-00-0000) and will print a signature page to sign the FAFSA.

\*Adopted from Federal Student Aid Eligibility Requirements Infographic.studentaid.gov

### SECTION 3

# SAR (Student Aid Report):

## What is it, how do I get one, and why is it important?

### What is the SAR?

The Student Aid Report (SAR) summarizes the information you submitted on your FAFSA and provides information about financial aid eligibility based on that information. A sample SAR is shown on the next page.

### How and when will I get my SAR?

After you submit your Free Application for Federal Student Aid (FAFSA), you'll get your personal SAR. (Within three days if you complete the FAFSA online; within 3 weeks if you mail the paper FAFSA).

Whether you receive your SAR online or through the mail depends on whether you provide an email address on your FAFSA. If you provide a valid email address, you'll receive an email with instructions on how to access an online copy of your SAR.

If you have an FSA ID (username and password) and your FAFSA has been processed, you can log in at [fafsa.gov](https://fafsa.gov) to view your SAR information regardless of how you filed the FAFSA.

The school(s) you list on your FAFSA will have access to your SAR data electronically within a day after it is processed.

### What information does a SAR contain (and not contain)?

The SAR won't tell you how much financial aid you'll get, but if your application is complete, an

Expected Family Contribution (EFC) will display in the upper right-hand corner of your SAR and your estimated Pell Grant amount will be provided. If your application is incomplete, your SAR will not include an EFC or Pell amount, but it will tell you what you need to do to resolve any issues.

The SAR also contains a four-digit Data Release Number (DRN), which appears on the first page in the upper right corner of the paper SAR and SAR Acknowledgement. On the electronic SAR, the DRN is located in the box that contains the Application Receipt date, below the EFC. You will need the DRN if you choose to allow your college or technical school to change certain information on your FAFSA.

### What am I supposed to do with my SAR?

When you get your SAR, review it carefully to make sure it's correct and complete. Take a copy of it to your School Counselor to get help reviewing it. The school(s) you listed on your FAFSA will use SAR information to determine your eligibility for federal – and possibly nonfederal – financial aid. A school may ask you to verify the accuracy of the data you provide on the FAFSA, so you need to be sure the information is correct.

If you don't have any changes to make to the information listed on your SAR, just keep it for your records.

# Sample SAR

Federal Student Aid **FAFSA**

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2016

## Electronic Student Aid Report (SAR)

20XX-XX

Application Receipt Date:	02/21/20XX	XXX-XX-1493 BA 03
Processed Date:	03/17/20XX	EFC: 000000*
		DRN: 3653

The SAR summarizes the information you submitted on your 20XX-XX FAFSA

Application for Federal Student Aid (FAFSA).

This is your Expected Family Contribution. The number may be all zeros, or a combination of zeros and other numbers, but if it is blank or there is a "C" after the number, you need to make corrections to your FAFSA or you won't get any aid. The details are in the body of the SAR below.

The last four digits of your social security number appear here.

Comments About Your Information

Learn about [federal tax benefits for education](#), including the American Opportunity Tax Credit (AOTC).

Based on the information we have on record for you, your EFC is 000000. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state or school.

Being selected for verification is quite common. The asterisk after the EFC above indicates this too.

Your FAFSA has been selected for a review process called verification. Your school has the authority to request copies of certain financial documents from you and your parent(s).

There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that **all** of your issues are resolved.)

The date of birth you reported for your first parent on your FAFSA matches the Social Security Administration's (SSA) records, but the date of birth you reported for your second parent does not match the SSA's records. Your second parent should review the date of birth in Item 67 and either confirm the date you have reported or make the necessary correction by clicking 'Make FAFSA Corrections' on the 'My FAFSA' page.

If you need to make corrections to your information, click 'Make FAFSA Corrections' on the 'My FAFSA' page. You must use your Federal Student Aid PIN to access your record online. If you need additional help with your SAR, contact your school's financial aid office or click the 'Help' icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the correction online.

Based on your EFC of 000000, you may be eligible to receive a Federal Pell Grant of up to \$5,730 for the 20XX-XX school year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program.

Your Pell Grant eligibility is referenced at the **bottom**, if you qualify. The lower your EFC, the more money you qualify for, up to the maximum in 2016-17 of \$5,815.

Although you're instructed to use the "checklist" below, it's not formatted like a checklist; read everything below this instruction very carefully and do what it says! Your FAFSA is not considered "complete" until you do.

### SECTION 3

# Making Corrections on your FAFSA

After filing the FAFSA, use the following checklists and flow chart on the next page make sure that your FAFSA is complete, does not require corrections, and that your financial information has been sent to the correct college.

Log in to the FAFSA with your FSA ID: Is your chosen college listed on your FAFSA? If not, make changes to your FAFSA to ensure that school is on your list so that your college gets your financial aid information.

Click “View or Print My Student Aid Report” and review the information: Look closely at lines 18, 29, 30, and 70.

**Line 18:** Student’s legal state of residence. Make sure that you fill out that you’re a resident of Nevada (NV) to receive state financial aid.

**Line 29:** Student’s grade level in the upcoming year. You should answer “Never attended college/1st year.” Other answers might make the system think you are a student who is working on an advanced degree and may disqualify you from financial aid that is meant for students working on a certificate, diploma, associate or bachelor degree.

**Line 30:** Type of degree or certificate. Depending on the college you’ve chosen, you’ll want to select one of the following options.

- 1st bachelor degree (if you plan on attending a four-year university for a bachelor degree)
- Associate degree, general education/transfer program (if you plan on attending a community college and later transferring or if you are using Nevada Promise towards an associate degree at a four-year university)
- Certificate/diploma, occupational/technical education program of less than two years (if you are enrolling in a technical school or a trade school)

**Line 70:** Parent’s legal state of residence. Make sure that you’ve filled out that your parents live in Nevada, as this is important to establishing that you are a Nevada resident for state aid and in-state tuition.

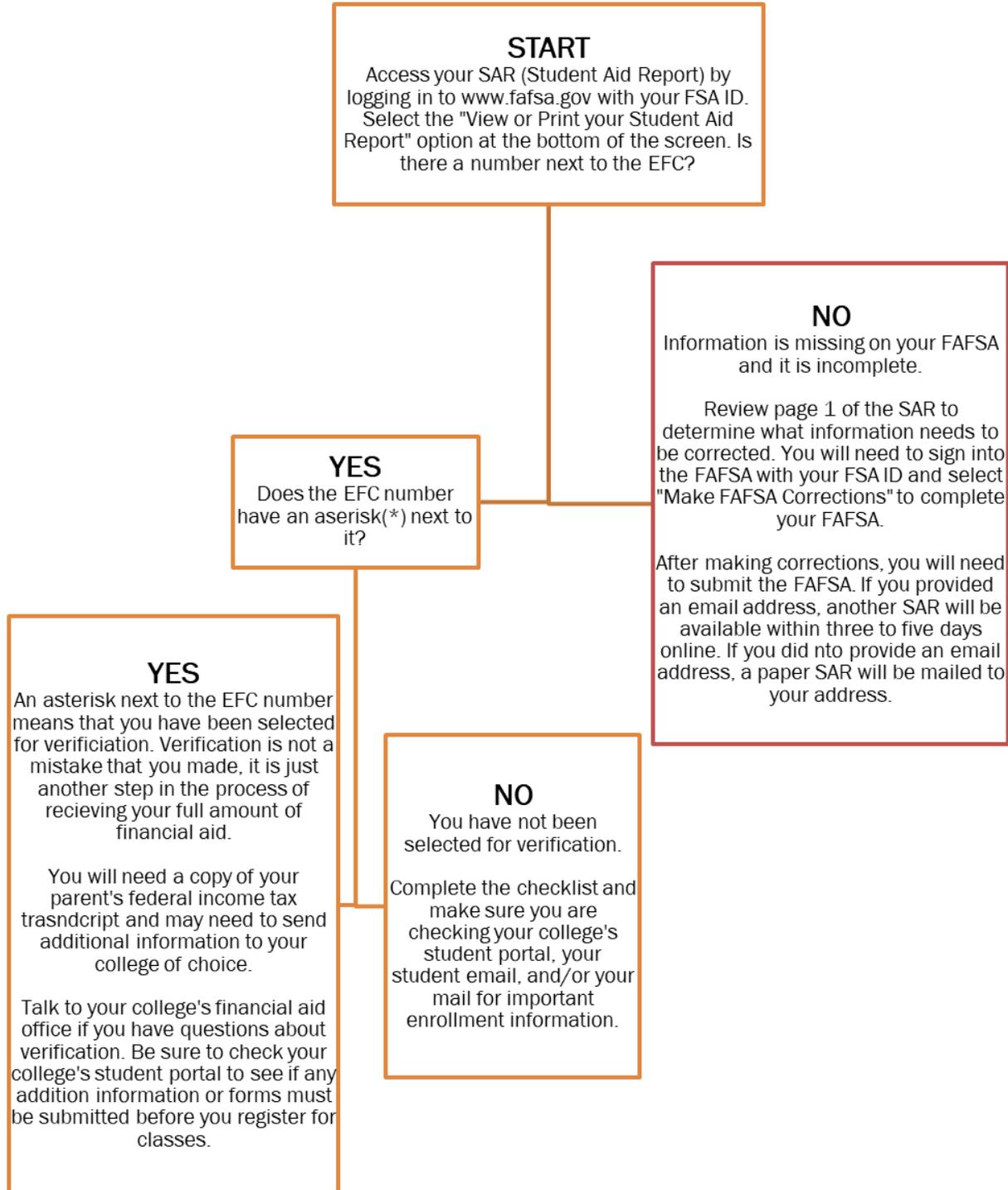
Log in to your student portal: which college did you list on your account? If that college does not match the college you plan to attend, change it. The college listed on your student portal is the college that will receive your scholarship money for state financial aid like Nevada Promise and the Millennium Scholarship.

Attending a community college or four-year university? Log in to your college’s student portal. This student portal is often mentioned in your acceptance letter or an email from the college. Check your portal to make sure you don’t need to submit any additional forms for your college’s financial aid office. The portal will also be where you receive information about registering for classes and orientation so plan to check it often this summer!

Attending a Technical School? Check your mail or call your campus to speak to financial aid. Ask them to confirm that your financial aid documents are complete during the school year. They may be sending you information in the mail during the summer, so be sure to open any mail from them and complete action items before the deadline.

SECTION 3

# FAFSA Completion Flow Chart for Students



SECTION 3

# Financial Aid Award Letters

After you've applied to your target schools and completed the FAFSA, you'll begin to receive financial aid award offers from each college. You may receive your award offers in a letter through the mail or email, or online through your college student account. Review these offers carefully to ensure that you understand your potential out-of-pocket expenses. Your School Counselor can help with that. It is also important that your parents/ guardians review your award letter(s) to help you make this important decision. The financial award offers you receive from each school you have been accepted to, will vary. Your "net" or out-of-pocket cost to attend each school is likely to be an important factor in deciding which school to attend.

After you decide which school to attend, carefully respond to that school's financial aid offer; you will be asked to "accept or decline" each component of your aid package. You can accept some offers, but decline others, if you won't need it. Always accept "free" money – like scholarships and grants. And accepting work-study, if it's been offered is a good idea. It doesn't obligate you to find and take a work-study job but accepting it will allow you to go that route, if you want to. Think carefully, and review the terms closely, before you accept any loans offered, as these must be repaid, with interest.

An example of an award offer, presented online through a student's college account, is provided below.

## Financial Aid Award Summary

### Financial Aid Year 20XX-20XX

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept, Reduce and/or Decline any or all the awards that are currently available.

Awards - Academic Year				
Award Description	Category	Offered	Accepted	Loan Details
Federal Pell Grant	Grant	5,645.00	5,645.00	
Federal Supp. Educ. Opp. Grant	Grant	300.00	300.00	
State University Grant	Grant	5,472.00	5,472.00	
Federal Work Study	Work/Study	2,500.00	2,500.00	
Direct Sub Stafford Loan 1	Loan	5,500.00	5,500.00	<a href="#">Loan Details</a>
Direct Unsub Stafford Loan 1	Loan	3,337.00	3,337.00	<a href="#">Loan Details</a>
Awards - Academic Year Totals		22,754.00	22,754.00	

Currency in US Dollars

[Cost of Attendance Summary](#)

ACCEPT/DECLINE AWARDS

# Section 4

# Scholarships

## Why Scholarships?

Securing scholarship funds is a great way to help pay for college costs. The following pages explain what scholarships are, how they work, and how you can apply.

Many scholarships are competitive, so this section provides advice on finding those that are right for you, crafting your application essay and submitting applications, so that you can maximize your chances of getting the award.

## SECTION 4

# The What, Where & How of Scholarships

## What is a Scholarship?

Simply put, a scholarship is money given to students to help pay for their education. Unlike loans, scholarship money does not need to be paid back. Scholarships are awarded based on many different factors:

- Academic performance (also referred to as merit)
- Financial need
- Athletic performance
- Special talents and affiliations
- And more

Most scholarships require students to submit an application. The application may require an essay, a portfolio, a letter of recommendation or nomination by a teacher or Guidance Counselor, or other additional documents/creations.

## Where do I find scholarships that are right for me?

Most scholarship opportunities can be found online using powerful search engines based on a personal profile you complete on the site.

When you apply to the three Nevada public universities, your college application also serves as a scholarship application for merit-based scholarships at those colleges. Most universities/colleges in Nevada and across the country also administer numerous scholarships that require additional applications.

## How do I avoid scholarship scams?

Unfortunately, there are people who prey on aspiring college students with scholarship scams. Here are some red flags to watch for:

- Winning a scholarship that you didn't apply for
- Companies that request personal identification information, such as a Social Security number or bank account information
- Scholarships that require a fee to apply if you're unsure about a certain company or opportunity check with your School Counselor.

## SECTION 4

# Writing a Personal Statement

Many college and scholarship applications require an essay or personal statement. But it can be hard to know where to start. Here are some do's and don'ts for writing a memorable personal statement.

## Choose a topic that will highlight you

- **Don't** focus on the great aspects of a particular college; the amount of dedication it takes to be a doctor or the number of extracurricular activities you took part in during high school.
- **Do** share your personal story and thoughts. Take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.
- **Don't** try to cover too many topics. This will make the essay sound like a resume that doesn't provide any insight into your personality.
- **Do** focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what he or she thinks your essay is about.

## Show, don't tell

- **Don't** simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."
- **Do** include specific details, examples, and reasons to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? With whom did you talk? What did you take away from the experience?

## Use your own voice

- **Don't** rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.
- **Do** write in your own voice. For the above example, you could write about a real experience that made you feel you had to take action.
- **Don't** plagiarize. Admissions officers will be able to tell.

## Ask a teacher or parent to proofread

- **Don't** turn your essay in without proofreading it, and don't rely only on your computer's spell check to catch mistakes. Even the best spell-check programs aren't error-free.
- **Do** ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

*Adapted from: [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org)*

## SECTION 4

# Writing a Stand-Out Essay

Scholarship applications often require applicants to write a short (1-2 page) essay in response to specific prompts. Examples include:

- If you had the authority to change your school in a positive way, what specific changes would you make?
- Describe how you have demonstrated leadership ability both in and out of school.
- Pick an experience from your own life and explain how it has influenced your development.

The tips below can help you get started on a standout essay. Don't forget your English teacher is a great resource.

## Introduction (first paragraph)

**Tip:** Provide an overview of what you are going to talk about in the essay; be sure it is responsive to the essay prompt. If the essay is about you, give a brief description of your experiences, aspirations, family background, etc. Touch on why you want the scholarship.

## Body (paragraph 2-3)

**Tip:** Go into more detail on one of the topics listed in paragraph 1. For example, elaborate on your previous experiences, family and financial situation, volunteer work, employment, academic career, future goals, college plans, etc.

## Conclusion (last paragraph)

**Tip:** Close your essay with a wrap-up of why you should be considered for the scholarship; how your goals match those of the organization. Avoid stating, "In conclusion..." and don't repeat what you wrote in earlier paragraphs.

Keep in mind that all scholarship and college admission applications are different, so you will have to craft your essay to meet specific requirements and the expectations of the scholarship awarding organization. Look closely at the question/prompt on the application and research the organization giving the scholarship so that you can tailor your essay.

**MOST IMPORTANTLY, BE  
YOURSELF!  
ESSAYS SERVE AS A GLIMPSE  
INTO HOW YOUR MIND WORKS  
AND HOW YOU VIEW THE  
WORLD.**

*Adapted from: [estrellamountain.edu/students/scholarships/essay](http://estrellamountain.edu/students/scholarships/essay)*

## SECTION 4

# Proofread and Revise Your Essay

It is important to take the time to proofread and revise your essay before submitting. To make your essay truly stand out, ask yourself the following questions, adapted from Rebecca Joseph, PhD:

1. **Does your essay start with a story that hooks us in from the first paragraph?**
2. **If you start in the past, do you get to the present very quickly?** Scholarship committees want to know about the recent you. Great essays can start more recently and weave in past events.
3. **If you are writing about your community or family, do you share about yourself or are you more focused on telling the stories of other people?** Remember that scholarship committees want to learn about you, not just those around you.
4. **Do you only tell one story and not try to tell your entire life story?**
5. **If you are writing about an obstacle or challenge you've overcome, do you get to how you have responded and made a difference in the life of your community by the second or third paragraph of the essay?** Scholarship committees want to know who you are and how you make an impact drawing upon your obstacles or challenges.
6. **Do you have a metaphor that goes through the entire piece?** Does this metaphor reveal who you are and what you offer to potential colleges? You can embed this metaphor throughout your piece.
7. **Can I close my eyes and picture your story?** Does it make you sound unique and not like anyone else applying? Can I see your leadership and initiative and the power of what you will offer a college campus?
8. **Endings – Do you end with a bang?** Do you make it clear by the end you have goals and aspirations that drive you? Do you end leaving the reader with the desire to get to know you more?

**SECTION 4**

# Letters of Recommendation

Many of your applications - to schools, for scholarships and jobs - will require that you provide letters of recommendation. A teacher, counselor, coach, supervisor or any other adult who will be able to share with the selection committee why you deserve to be chosen, can write these letters.

Consider someone who can discuss your personal character, strengths and challenges; someone who knows you and has experience interacting with you. If you need more than one letter for the same application, select individuals familiar with different aspects of your life to write them (e.g., one teacher, your supervisor at work and your soccer coach).

Who might you ask for a letter of recommendation?

Reference Name	Email	Phone Number

- Always ask the individual ahead of time if they would be able to write a recommendation letter for you. You do not want to miss an application deadline because the person writing your letter was too busy. Give them at least two weeks' notice (three to four is even better).
- Provide the individual with a list of your honors, awards, athletic involvement, community service, and academic record as well as any other pertinent information you would like included in the letter.
- Giving the individual a copy of your resume is an efficient way to provide that information. If a specific form or format is required for the letter of recommendation, include that information in your request. (see the next page for a sample request form)
- Provide the individual(s) with the necessary forms, addresses, and/or stamped, addressed envelopes.
- Follow up with the individual to ensure they don't need any additional information from you.
- Always write a thank-you note to anyone who writes a letter for you. Letters of recommendation take time, and people put a lot of thought and effort into them. You do not want to take them for granted.

SECTION 4

# Recommendation Request Form

Student name: \_\_\_\_\_

How to contact me: \_\_\_\_\_

(phone number and/or email address)

THE LETTER OF RECOMMENDATION IS DUE BY: \_\_\_\_\_

This recommendation is needed for (purpose): \_\_\_\_\_

Please address the letter of recommendation to the following name and address:

Name of organization: \_\_\_\_\_

To the attention of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

My resume is attached. Additionally, the information below may be useful in your preparation of this letter of recommendation for me. (Examples: specific classes, experiences or awards relevant to the scholarship; reminders of specific, special experiences you and the recommender had together; information about the scholarship requirements; etc.)

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- Please call or email me when the letter is ready for pick up.
- Please mail the letter in the stamped/addressed envelope that I provided.

Thank you in advance for your time and agreeing to recommend me.

You may want to make more than on copy of this form.

# Scholarship Application Tracking

## Tracking Scholarship Applications

	Name of Scholarship	Components (items needed to apply e.g., essay, recommendations, transcripts, applications, nominator, etc.)	Value (amount) \$	Deadline	Notes	Date Submitted	Date Received and Amount of Award
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							
#9							
#10							

# Section 5

## Pursuing a Future in the Military

## Joining the Armed Forces

If you are interested in joining a branch of the U.S. military immediately after high school graduation, this section includes resources that may be helpful as you prepare to enlist. Time in the military can teach you a valuable trade; prepare you for a life-long career serving our country; or simply give you time to decide what you want to do next. It can be a valuable experience with good benefits and structure.

If you're not yet sure which branch to join, consider speaking with a recruiter in your area.

Before you become part of the military, there is one test that you'll need to take – the ASVAB. But there are websites that can help to prepare you for that. In the coming pages you'll find references for these and other helpful websites.

## SECTION 5

# General Information about Enlisting and the ROTC Alternative

## Military Recruiters

A military recruiter can help answer questions about service, providing a positive but realistic assessment of opportunities. A recruiter's job is to find qualified candidates for his or her respective service and provide the candidates with information about – and reasons for – joining the military. Students interested in military service are advised to talk with a recruiter for the branch of military in which they are interested. Your high school college/career counselor can tell you when military recruiters will be at your high school.

## Types of Military Service

The following information is taken directly from Today's military at"  
<http://www.todaysmilitary.com/joining/types-of-military-service>

### Active Duty (Full-Time)

“Active-duty service members are full-time members of the Military, living on base or in military housing and immersed in military culture. After attending boot camp, they are stationed at a base either domestically or overseas. Active-duty terms typically last two to six years.”

### Reserve (Part-Time)

“Each active-duty branch of the Military has a Reserve component under their command, which is available for active-duty deployment in times of war or national emergency. Reservists are part-time service members, which allows them time to pursue a civilian career or college education while simultaneously serving their country. Members of the reserve attend boot camp and are required to participate in training drills one weekend a month as well as a two-week program each year.”

### National Guard (Part-Time)

“The National Guard consists of the Army National Guard and the Air National Guard. The Guard's main focus is on homeland security and humanitarian relief. In addition to training drills one weekend a month and two full weeks per year, National Guard units assist communities in their state during emergencies like storms, floods, fires and other natural disasters. National Guard members are part-time service members, which allows them time to pursue a civilian career or college education while simultaneously serving their country.”

## SECTION 5

If you are interested in enlisting in the military, the best, most up-to-date information can be found on the internet. Several helpful websites are described in this Section, along with the URL for each.

### ROTC Programs – an alternative to enlistment

ROTC stands for Reserve Officer Training Corps. It's a college program offered at over 1,700 colleges and universities across the United States that prepares young adults to become officers in the U.S. Military. In exchange for a paid college education and a guaranteed post-college career, cadets commit to serve in the Military after graduation. Each service branch has its own take on ROTC and universities that offer ROTC may offer it for one, some, or all of the military branches. More information about ROTC is available on these websites:

- [todaysmilitary.com/training/ROTC](http://todaysmilitary.com/training/ROTC)
- [bestcolleges.com/resources/ROTC-programs](http://bestcolleges.com/resources/ROTC-programs)

### ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-choice test, administered by the United States Military Entrance Processing Command, and used to determine qualification for enlistment in the United States Armed Forces. Just like any other test, it is recommended that students prepare for the ASVAB. Learn more about the ASVAB, and how to prepare for it, by visiting the sites below.

#### For general information:

- [official-asvab.com](http://official-asvab.com)

#### For online ASVAB test prep:

- [march2success.com](http://march2success.com)
- [asvabtutor.com](http://asvabtutor.com)
- [asvabpracticetests.com](http://asvabpracticetests.com)

### Delayed Entry Program

The Delayed Entry Program (DEP), also called the Delayed Enlistment Program (or the Future Soldiers Program in the Army), is a program in which individuals who want to enlist in the United States Armed Forces are placed before they ship out to Basic Training or “boot camp.” Students who plan to join the military immediately following high school will likely enlist through the DEP. To learn more about DEP, visit the site below.

- [girightshotline.org](http://girightshotline.org)

## SECTION 5

# General Information about Enlisting and the ROTC Alternative (Cont.)

## Military Career Opportunities

Jobs in the military vary in the type of work as well as level of responsibility, yet each job is essential to accomplishing the overall mission of defending our country. Explore the different types of career opportunities available to service members, learn about the compensation they can expect to receive, and find out how to transfer careers to the civilian sector on the website below.

- [todaysmilitary.com/working](http://todaysmilitary.com/working)

## Boot Camp Preparation

Going in physically and mentally strong to basic training will provide you with the confidence you need to successfully complete the training. If you wait until the first day of basic training to start preparing, you will fight an uphill battle. The requirements and training for each branch of the military are different. To learn more about the differences and to get tips on how to prepare, check out the sites below:

- [military.com/military-fitness/workouts/prepare-yourself-for-boot-camp](http://military.com/military-fitness/workouts/prepare-yourself-for-boot-camp)
- [military.com/military-fitness/army-basic-training/getting-prepared-for-bootcamp](http://military.com/military-fitness/army-basic-training/getting-prepared-for-bootcamp)
- [breakingmuscle.com/learn/how-to-prepare-your-mind-and-body-for-basic-training](http://breakingmuscle.com/learn/how-to-prepare-your-mind-and-body-for-basic-training)

## Military Websites

Air Force - [www.airforce.com](http://www.airforce.com)

Army - [www.goarmy.com](http://www.goarmy.com)

Coast Guard - [www.gocoastguard.com](http://www.gocoastguard.com)

Marines - [www.marines.com](http://www.marines.com)

Navy - [www.navy.com](http://www.navy.com)

National Guard - [www.nationalguard.com](http://www.nationalguard.com)

# Section 6

## Joining the Workforce

# When Entering the Workforce is Your First Step...

If you plan to begin working immediately after graduation, this section will help you get started. It might be a full-time job to give you time to better figure out your long-term plan, or a part-time gig to help you pay for college.

One great resource for those looking to get started in their careers in Nevada is The Governor's Office of Workforce Innovation (OWINN). This initiative helps drive a skilled, diverse, and aligned workforce in the state of Nevada by promoting cooperation and collaboration among all entities focused on workforce development. The purpose of OWINN is to increase Nevadans with postsecondary degrees and credentials and to increase employment outcomes in training and credentialing. You can find more information at <https://owinn.nv.gov/About/About/>.

You may also want to consider opportunities for apprenticeships or internships:

**Apprenticeships** are “on the job”, paid training that offer you the chance to learn a skill or trade while working. Apprenticeships can last anywhere from one to four years. The best way to find an apprenticeship is to reach out to the companies you are interested in working for to determine if they offer apprenticeships. Most labor unions (plumbers, pipefitters, electrical, HVAC, etc.) offer excellent apprenticeship programs. You can also search for apprenticeships by location at [www.apprenticeship.gov/apprenticeship-finder](http://www.apprenticeship.gov/apprenticeship-finder). In addition, you can find information on apprenticeships in Nevada at the Governor's Office of Workforce Innovation at <https://owinn.nv.gov/Apprenticeship/Apprenticeship-Home/>. In addition, you can find information on apprenticeships in Nevada at the Governor's Office of Workforce Innovation at <https://owinn.nv.gov/Apprenticeship/Apprenticeship-Home/>.

**Internships** give you the opportunity to gain work experience in your field of interest. Most frequently, internships are available to high school or college students. They may be paid or unpaid, and students may be paid or unpaid, and students may have the opportunity to earn class credit for their work. Your GEAR UP First-Year College Advisor may be able to help you identify internship opportunities in your field.

**Whichever option you're headed for, you'll find valuable resources in the coming pages.**

Most jobs that you apply for will require either a resume or application, and perhaps both. Use the form on the next page to help you get organized. In the pages after that, you'll find tips for creating your resume and cover letter, along with samples of each.

On the last page of this section, you will find a table for tracking your job applications - a helpful tool to ensure nothing falls through the cracks.

**If you're not sure what type of job to pursue, here are some websites that might help:**

- [mynextmove.org/explore/ip](http://mynextmove.org/explore/ip) -- a career interest assessment helps you figure out what kinds of careers you are most likely to enjoy and be good at
- [bls.gov](http://bls.gov) -- provides information on the outlook for various careers, including salary, demand,

SECTION 6

# Resume and Job Application Information

Fill out the form on this page and you'll have all of the information you need, in one place, to fill out job applications. You can also use these details as the basis for your resume.

Full legal name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ If not a U.S. Citizen, specify country: \_\_\_\_\_

If you are a Permanent Resident, Refugee, or Asylee, date of status approval/issuance: \_\_\_\_\_

Other Visa Type & Date: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Current address, if different from permanent address: \_\_\_\_\_

Permanent phone number: \_\_\_\_\_ Cellular or message phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

High school academic history (If you attended more than one, list most recent)

Name of high school: \_\_\_\_\_ City, State of high school: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Date of high school graduation (month & year): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ ACT Score: \_\_\_\_\_ SAT Score: \_\_\_\_\_

Athletics, Clubs and Organizations				
List name of club/sports team	List your role/position each year			
	Freshmen	Sophomore	Junior	Senior

Community Service			
Name of the organization/contact	Description of volunteer service	Number of hours of service	Date(s) of service

### Honors & Awards

Name and Date of Award	Reason for Award/Honor	Sponsor

### Work Experience (list most recent examples first)

Start & End Date of employment	Job Title	Company Name	Business Address	Brief description of duties

### References

(Non-relatives who potential employers can contact to explore whether you would be a good hire)

Name	Title	Address (Street, City, State, Zip Code)	Phone Number	Email Address

# Creating a Resume

Both the content and format of your resume are important. It doesn't matter how great your work or life history is—if your resume is poorly formatted, hard to follow or has typos, you won't be considered for employment. The sample provided on the next page is one clear, well-organized example you can follow.

## The basic elements of a resume

- 1. Heading:** Include your name, address, email address and phone number. Make it stand out and make an impression by using large, bold font. Make sure your email is professional (not starwarsfan@hotmail.com or crzychik@aol.com for example).
- 2. Education:** List all degrees completed or in progress. As a high school student, include your GPA if it is 3.0 or above and list courses that reflect your work ethic and high aspirations, such as AP or dual enrollment courses and any courses relevant to the position for which you are applying. After you complete your college degree, do not include your high school information.
- 3. Experience:** Include your job title, the employer, the location (city and state, at minimum), and the dates of employment for each job listed. Include a brief description of your achievements/responsibilities. Ideally, paid work and unpaid work (community service) are listed separately.
- 4. Honors/Awards/Scholarships:** Optional – Include the name of the organization that bestowed the honor/ award and the date. Only include scholarships based on merit, not financial need.
- 5. Special Skills/Highlights:** Optional – List any unique, relevant or necessary skills not reflected in education or experience (e.g., foreign language fluency, computer program expertise, etc.).
- 6. References:** Be sure to get permission from anyone you use as a reference before using their name and provide them with a copy of your resume. Do not use relatives as references. References can be on a separate sheet of paper, formatted just like your resume.

# Sample Resume

## EMILY S. JONES

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3328 West Parker Avenue, Mytown, Nevada 00000  
928-555-5555 | emily.jones@gmail.com

### EDUCATION

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May, 20XX High School Diploma with a 3.37 GPA, *ABC High School 333 S. School St.*, Mytown, NV

### SPECIAL COURSES

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Spanish I–III ♦ Marketing I ♦ AP Chemistry ♦ AP Computer Science ♦ Word Processing

### WORK EXPERIENCE

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September 20XX– Present **Pharmacy Sales Associate**, *Walgreens, 123 Main St., Mytown, Nevada*

- Dues include cashiering, customer service in English and Spanish, answering the phone and assigning or transferring callers as needed, general clean-up and other dues as assigned.

May – August 20XX **Order-Taker/Cashier**, *McDonald’s, 201 N. Country Dr., Mytown, Nevada*

- Dues included accurately taking customer orders in English and Spanish, entering them into electronic order system, handling customer payments including providing correct change and handling credit card transactions.

### EXTRACURRICULAR ACTIVITIES & AWARDS

---

20XX – current S.A.D.D. (Students Against Drunk Driving) – member

20XX – 20XX Club R.I.F (Reading Is Fundamental) – secretary

20XX – 20XX Skyline Ambassadors (student service club) – member

August 20XX “I Care” Customer Service Award – McDonald’s

### COMMUNITY SERVICE

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St. Mary’s Food Bank – canned food drive, November 20XX, November 20XX

Sunday School Teacher – pre-school class, 20XX-20XX

Service Saturday – ABC High School, April 20XX

### REFERENCES

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Ms. Wonder Woman, History Teacher, ABC High School, (602)791-4808, wonder.woman@ABC.org

Mr. Ralph Peterson, Manager, McDonald’s, (928) 555-1555, r.pete@mcd.com

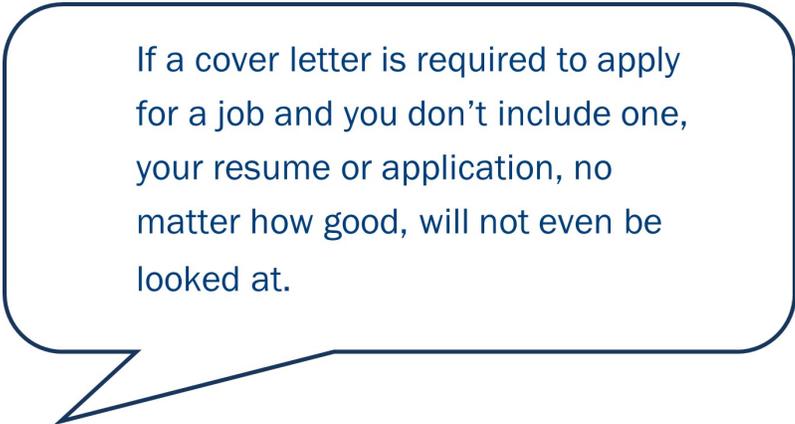
## SECTION 6

# Creating a Cover Letter

If you have the opportunity to add a cover letter to an employment application, do it! It gives the employer a better sense of your communication skills, as well as a sense of your personality and enthusiasm for the job. Some employers require a cover letter. This section provides tips for writing an excellent cover letter.

## The basic elements of a cover letter

1. **Greeting:** Address your cover letter to the proper person.
2. **Opening:** Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit to the job.
3. **Hook:** Highlight your achievements as they relate to the job you're applying for.
4. **Skills:** Highlight additional relevant skills, such as computer languages or certifications.
5. **Close:** Briefly recap your strengths as a candidate and include your contact information.



If a cover letter is required to apply for a job and you don't include one, your resume or application, no matter how good, will not even be looked at.

SECTION 6

# Sample Cover Letter

EMILY S. JONES

3328 West Parker Avenue • Mytown, Nevada 00000 • (928) 555-5555 • emily.jones@gmail.com

[Date]

Ms. Rhonda West, Customer Service Manager  
Acme Inc.  
123 Corporate Blvd.  
Sometown, NV 85000

**Re: Customer Service Representative Opening (Ref. ID: CS300)**

Dear Ms. West:

I was excited to see your opening for a Customer Service Representative, and I hope to be invited for an interview.

I recently graduated from high school, where I was a member of the Skyline Ambassadors Club for two years. Skyline Ambassadors plan and complete at least one service project each month, and through those I gained considerable experience working with and for people from all walks of life. After school and on weekends, for over two years, I have been working in positions that require exceptional customer service skills. At McDonalds, I was awarded the “I Care” Customer Service Award after just three months in the position. At Walgreens, because of my fluency in Spanish, I am regularly called upon to assist Spanish-speaking customers and based on the posting for this position, I believe you will find my skills in this area very useful in your company.

Although I have not been out of high school long, in the part-time positions I have held, as my supervisors will attest, I have already demonstrated the ability to resolve a variety of issues (such as billing disputes and dissatisfied or angry customers) and I consistently met all goals set by my employers. I have also demonstrated a strong sense of responsibility and maturity as evidenced by my successful completion of rigorous AP courses, leadership roles in extracurricular activities and my high GPA (3.37).

In addition to my work experience, I gained considerable customer service and communication skills during my tenure as secretary of the Reading Is Fundamental (RIF) Club at my high school. In that role, I regularly contacted elementary schools and non-profit after-school programs for youth to discuss possibilities for collaboration. After identifying ways in which our goals overlapped and how working together could be mutually beneficial to our organizations, I worked with the RIF Sponsor and other officers to work out the important details to ensure success.

I also bring to the table strong computer proficiencies in Microsoft Word, Excel, PowerPoint and Access. My comfort with computers and various database operations will, I am confident, allow me to quickly learn any proprietary software your company may use. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, you may reach me at (928) 555-5555 to schedule an interview. Thank you for your time—I look forward to learning more about this opportunity!

Sincerely,

Emily Jones

Enclosure: Resume



# Section 7

## Information for Undocumented Students

## SECTION 7

# A Pathway to College for ALL Students

If you want to continue your education beyond high school, your documentation status should not hold you back. Attending a university, community college or technical school is within your grasp. If you are not documented, however, your path through the application and financing process will be different from other students.

There are a lot of variables to consider when you are deciding which college to attend and figuring out what the cost will be. While answers about residency, tuition, and eligibility for specific scholarships are not always simple, this section provides general information on resources available to help you find a school and pay for your education.

**DREAMers:** Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to define individuals in the U.S. who were brought to the country at an early age without documentation but have assimilated to the U.S. culture and have been educated by U.S. school systems. At this time, this term does not define a documentation status, but instead, it is sometimes used to define an identity or a community. Students who are undocumented and students who have DACA status may both identify as DREAMers or may choose not to. Some people do not use the term DREAMer because it separates young undocumented immigrants who entered the country as children from other immigrants, further marginalizing some immigrants.

**Deferred Action for Childhood Arrivals (DACA) Program:** A kind of administrative relief from deportation. The policy allows youth under 31 years old as of June 15, 2012, who came to the United States before the age of 16 without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U. S. by following specific guidelines. The DACA program has undergone changes since it was created. For up-to-date information on DACA visit [uscis.gov](http://uscis.gov) and search the site for “DACA.”

**DACAmented:** An informal term used to indicate the documentation status of a person who applied and received relief from deportation through DACA.

“Never let it be said that to dream is a waste of one’s time, for dreams are our realities in waiting. In dreams, we plant the seeds of our future.”

## SECTION 7

# Four Things You Need to Know about College

If you're a high school student who's undocumented – that is, you were born outside the United States and you're not a U.S. citizen or legal resident – you probably have a lot of questions about going to college. Here are some important facts.

### 1. You can go to college

The first thing you should know is that no federal law prevents U.S. colleges from admitting undocumented students. And only a few states have placed any kind of restrictions on undocumented students attending public colleges and universities. In Nevada, all students can attend public colleges or universities, but the state prohibits in-state tuition rates for undocumented students. In most cases, colleges set their own rules for admitting undocumented students, so you should research the policies of the colleges you are interested in attending.

You should also know that undocumented students cannot receive federal financial aid for college – the type of aid on which many college students rely. However, undocumented students can get financial aid or scholarships for college in other ways. This is covered under the heading “Undocumented Students: Questions and Answers about Paying for College” later in this section.

### 2. You are not alone

You're the one who will have to put in the work it takes to get to college – but building a support network is key. Start with your family. Make sure they know you want to go to college. Talk with them about your options for choosing a college and paying for your education.

You can also seek advice from trusted teachers, counselors, and your GEAR UP Specialist at your high school. Along with giving you guidance, they might be able to put you in touch with other undocumented students who have successfully enrolled in college or with college admission counselors who can help you.

If you're worried about telling teachers and counselors that you're undocumented, be aware that, by law, school officials cannot disclose personal information about students – including their immigration status.

### 3. You can find a college that fits you

As you look for colleges that match your wants and needs, you might want to find out if the colleges you're interested in have programs, student organizations or centers that support first-generation immigrant students. You may consider applying to private colleges, rather than public institutions. Reviewing college websites and publications is a good place to start.

### 4. You can find resources to help you

This section of the guide will provide you with general information on paying for college, filing the FAFSA as a DACA recipient, and applying for one of the two public universities in Nevada. The majority of the information in this section comes from [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org).

You can attend a Nevada college or university.

## SECTION 7

# Questions and Answers about Paying for College

If you're an undocumented student, you probably have questions about college costs. Here are answers to some common questions about paying for college.

- **Do colleges offer financial aid or scholarships to undocumented students?**

Yes, some do. Private colleges often have special funds available. To apply for this financial aid, you may have to fill out the CSS/Financial Aid PROFILE or the college's own forms. Check with the admission or financial aid office at each college you are interested in to find out its requirements.

- **Am I eligible for scholarships?**

Yes, you just need to find ones that you qualify for. Start by talking to your Guidance Counselor and checking out the Scholarship Resources page on the Mexican American Legal Defense and Educational Fund (MALDEF) at [maldef.org](http://maldef.org). There are many scholarship opportunities, and some private scholarship organizations allow undocumented students to apply. There are even a few scholarships specifically for undocumented students. Be sure to look into local scholarships offered by community groups, such as the Kiwanis, that might be open to all students living in the local community.

- **Can I get federal financial aid?**

No. You can't get federal financial aid unless you're a U.S. citizen or eligible noncitizen. This means you should not fill out the Free Application for Federal Student Aid (FAFSA).

- **Can I get a Pell Grant?**

No. Pell Grants are a type of federal financial aid.

- **Can I get financial aid from my state?**

No, Nevada does not offer financial aid to undocumented students.

- **Do I pay the in-state or out-of-state rate at a public college in my home state? What about in a different state?**

Nevada law currently prohibits in-state tuition rates for DACA students and for undocumented students. DACA and undocumented students will pay the "non-resident" tuition rate. For up-to-date information on the status of tuition rates for DACA students contact the colleges' financial aid or residency offices.

- Also, tuition rates at many private colleges across the country do not differ between in-state and out-of-state students (Sierra Nevada College is an example of a private college in Nevada). Because of these differences in policies by college, you will want to call each institution to determine if you qualify for in-state tuition rates. Upon admission, it is very important to review financial aid award letters carefully. In some cases, private colleges or out-of-state colleges may give students better offers than public colleges in Nevada.

## SECTION 7

# FAFSA Information

The FAFSA process can look very different for DACAmented students, citizen students with undocumented parents, and undocumented students.

### DACAmented Students

DACAmented students are NOT eligible for federal aid, and in Nevada, are not eligible for state-based aid either. However, if a college or scholarship requests it, a DACAmented student can file the FAFSA to demonstrate financial need for institutional and private scholarships.

DACAmented students can use their SSN to create an FSA ID and to complete the FAFSA. During the FAFSA process, it is important to represent your status accurately. Students should select “no, I am not a US Citizen or eligible non-citizen.”

Keep in mind that students will receive a rejection letter because they do not qualify for aid, but this will not affect their EFC. The EFC can be used to demonstrate need for institutional and private scholarships.

### Citizen Students with Undocumented Parents

If students have an undocumented parent, they must manually enter parental income information into the FAFSA. Do not use the IRS Data Retrieval tool.

Because undocumented parents do not have a SSN they cannot create an FSA ID. Parents must print, sign and mail in the signature page. You only have to send the signature page, not the whole application. The bar code on the signature page will match the student's application.

### Undocumented Students

Students without a SSN cannot submit the FAFSA. Some scholarships request that students print out the FAFSA and submit it to demonstrate financial need. The College Board's CSS Profile can also serve as a tool to demonstrate need.

*Source: Scholarships A-Z*

# Section 8 Final Check

## SECTION 8: FINAL CHECK

# Final Checklist

Congratulations on all of the hard work that you have done during your senior year in planning for your next steps after high school. If you have decided to enroll in a university, community college, or technical school, stake some time to review the following checklist to make sure you have completed all of the necessary steps to start in the fall.

- Complete all financial aid tasks, including correcting any errors on your FAFSA and completing verification (if selected). Receive financial aid award letter(s).**  
Questions? Contact the financial aid office at your college.
- Register for and attend orientation, if applicable.**  
Questions? Contact the admissions office at your college.
- Arrange for housing. If living on campus, apply for and receive a housing assignment.**  
Questions? Contact the housing office at your college.
- Register for classes and obtain a fall class schedule. To register for classes you may need to meet with an academic advisor.**  
Questions? Contact your college's advising department or an academic advisor for your major.
- Plan for transportation to and from college, if you are not living on campus**  
Questions? Contact your college/career counselor
- If you plan to commute to college or park a car on campus, register for parking. Each campus handles parking differently, so make sure to check out parking regulations before your first day.**
- Inform your college/career counselor of all college acceptances and scholarship awards.**
- Continually check your college portal and college email address.**
- Send official documents when needed. For example, your college may require that you send final high school transcripts or health care comps. Make sure you reply promptly to all document requests.**
- Complete placement testing, if required.**  
Questions? Start by contacting your college's admissions office to determine if placement testing is required for you.
- Plan for additional costs during the school year. There are more expenses associated with college than just tuition. Make sure you have a plan to pay for things like books and transportation throughout the school year.**

SECTION 8

As you prepare to take those final steps toward your higher education goals, don't forget to keep your School Counselor informed. He/she will want to know:

What college you are going to attend: \_\_\_\_\_

What are the scholarships you have been awarded?

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## SECTION 8

There are a lot of acronyms and confusing terms on the road to college. Here are a few that you might be wondering about. If there's one you don't see listed here, check with your Guidance Counselor or GEAR UP Specialist for assistance.

**2+2/3+1 programs:** A postsecondary pathway in which students begin at the community college where they complete general educational requirements over 2 or 3 years and then transfer to a university (for the remaining 1 or 2 years) to complete a bachelor degree.

**ACT/SAT:** Standardized college entrance exams. Many colleges and universities ask for ACT or SAT scores as part of the application process.

**Admission:** Notification from the college to which you applied that you are accepted. Students must respond, by the given deadline, to inform the college if they will accept the offer. Students accepted to multiple schools will want to compare their financial aid packages to help them decide which school to attend.

**Advisor:** A college staff member or professor who helps a student plan and complete a course of study at a college or university.

**Application:** A form that must be filled out to be considered for entry into university, community college, technical school, to be considered for a scholarship, and, in many cases, to be considered for a job.

**Associate degree:** A degree granted after successful completion of a course of study requiring approximately 60 credits, typically by a community or junior college. Full time community college students taking 15 credits per semester can generally finish an associate degree in two years (also known as AA or AS degree, short for Associates of Arts and Associates of Science).

**ASVAB:** A test to determine qualification for enlistment in the U.S. Armed Forces. It stands for Armed Services Vocational Aptitude Battery.

**Award Letter:** Notice from a school of the amount and type of financial aid that the school is willing and able to provide a student.

**Bachelor degree:** A degree earned for a course of study that normally requires 120 to 130 credits, involving specific classes related to the student's major. Full time students ideally complete a bachelor degree in four years, although changing majors, transferring institutions, taking fewer than 15 credit hours per semester and/or taking courses that don't count toward one's declared major, can make it take longer (also known as BA or BS, short for Bachelor of Arts and Bachelor of Science).

**Certificate:** An official document attesting to a particular fact or accomplishment. In the postsecondary realm, students complete a series of specified courses, and sometimes an internship, and typically pass a test, to obtain certificates in specific trades or areas of expertise required to work in those fields. Examples include welding, medical technology, auto mechanics, massage therapy, and court stenography.

**Community college:** A public postsecondary institution that offers courses to residents in the surrounding area. Students may attend community colleges to obtain associate degrees or technical certificates, or may take courses there towards a bachelor degree, before transferring to a four-year university (2+2 or 3+1 pathway). Students can also take courses to enhance their skills in an area, or just for fun.

**Cost of Attendance (COA):** The total cost of going to college, including tuition, fees, room and board, books, transportation, and personal expenses.

**Deferment:** A period in which payment is not required. In the postsecondary realm, students can obtain deferment on paying their enrollment deposit as well as on paying interest and/or principal on student loans. Deferments do not last forever. Eventually these payments must be made.

**DREAMers:** Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to define individuals in the U.S. who were brought to the country at an early age without documentation but have assimilated to the U.S. culture and have been educated by U.S. school systems. Not all immigrant youth identify as DREAMers.

**Deferred Action for Childhood Arrivals (DACA) Program:** A kind of administrative relief from deportation. The policy allows young children (under the age of 16) who came to the U.S. without documentation, and have been educated by US school systems, the opportunity to remain in the U.S. by following specific guidelines.

**Early action:** When a student applies for admission to a college by an early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment with no obligation to the university to enroll.

**Early decision:** When a student applies for admission to a college by an early deadline (before the regular admission deadline), with the understanding that if accepted, the student must enroll in that school. Students should apply for early decision only to their first-choice school.

**Expected Family Contribution (EFC):** The portion of a family's financial resources that should be available to pay for college, based on a federal formula using the information on the FAFSA (Free Application for Federal Student Aid).

**FAFSA:** The Free Application for Federal Student Aid is an online form submitted annually by current and prospective college students (undergraduate and graduate) in the United States to determine eligibility for student financial aid. Students who are eligible to file the FAFSA should complete it every year.

**Federal Student Aid (FSA) ID:** A username and password used by current and prospective students and their parents to log into U.S. Department of Education websites including the FAFSA website. The ID is used to sign documents electronically (it has the same legal status as a written signature).

**Fee waiver:** Permission to not pay a fee, based on meeting some requirement or condition. In the postsecondary realm, waivers of college application fees and ACT or SAT fees are often available for students based on financial need.

**Financial aid package:** The amount and types of federal, state, and college aid that a college/university offers to a student it has accepted, to offset the cost of attendance at their school. Also referred to as Award Letter. Depending on the package, sometimes it can be cheaper for a student to attend an expensive school because more aid is offered to offset the cost. This is why it is important to apply to the schools you want to attend, even if you don't think you can afford it. There are different types of aid including loans, work-study, scholarships, and grants.

**Four-year University:** A postsecondary institution/ school that offers undergraduate (bachelor) degrees. Many four-year universities also offer graduate (master's) degrees.

**Full-time student:** A student who enrolls in at least a minimum number (determined by your college or university) of credit hours or courses.

**GEAR UP:** Stands for Gaining Early Awareness and Readiness for Undergraduate Programs. GEAR UP is a program in middle and high schools that helps students to graduate high school and prepare to enter and succeed in postsecondary education.

**Grade point average (GPA):** The average of all of the course grades you have received in high school, or in college, on a four-point scale.

**Ivy League:** A group of long-established colleges and universities in the eastern U.S. having high academic and social prestige. It includes Harvard, Yale, Princeton, Columbia, Dartmouth, Cornell, Brown, and the University of Pennsylvania.

**Letters of recommendation:** Letters of endorsement (often from high school teachers/staff) written on a student's behalf during the college and/ or job application process.

**Major:** A concentration of study focused on a discipline, which requires completion of specific courses.

**Minor:** A college or university student's declared secondary academic discipline during their undergraduate studies.

**Orientation:** A meeting/event many colleges offer (hours or days-long) where incoming students and parents/guardians receive information about registering for classes, meet their advisor, and learn about school resources and policies.

**Pell Grant:** Money from the U.S. government to support a student's education that does not have to be paid back. Pell Grants are awarded to U.S. citizens and legal residents based on financial need and timeliness of completing the FAFSA.

**Placement test:** Colleges and universities may require students to take tests to determine the appropriate level college math and/or English class.

**Postsecondary education:** The broadest term to describe any education beyond high school, including, community college, university, technical school, etc.

**Residence hall:** A building primarily providing living/ sleeping quarters for large numbers of students. Also known as a dorm or dormitory and often referred to as "on-campus housing."

**Resident:** A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

**Resume:** A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.

**ROTC:** (Reserve Officers' Training Corps.) Program to train college students to become officers in the U.S. Armed Forces.

**Room & board:** The cost of a room in a dormitory and a dining hall meal plan at a college or university.

**Scholarship:** Money to support a student's education that does not have to be paid back. Scholarships are awarded based on academic, athletic, artistic, or other types of achievements, affiliations or competitions.

**Student Aid Report (SAR):** The SAR summarizes the information included on the Free Application for Federal Student Aid (FAFSA). The SAR provides the Expected Family Contribution (EFC), which is used to determine whether a student is eligible for a federal Pell Grant and other federal aid.

**Student loan:** Money a student borrows to help pay for college, which must be paid back. Subsidized loans are offered to students who qualify through the FAFSA. The federal government pays the interest while the student is in college. There are also unsubsidized loans where interest begins accruing as soon as the loan is accepted.

**Summer bridge programs:** Programs offered by many universities and some community colleges, which occur in the summer between high school graduation and fall transition to college, which offer students accelerated, focused learning opportunities that can help better prepare them to succeed in college.

**Technical school:** A general term used for a college that provides mostly employment-preparation skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete. Examples include the Le Cordon Bleu Institute, Universal Technical Institute and DeVry.

**Transcript:** An official academic record from a specific school. It lists when you attended, the courses you have completed, grades, and sometimes test scores. Universities, colleges and technical schools usually require high school transcripts be submitted as part of the application process.

**TRiO Programs:** Federal outreach and student support service programs at the middle school, high school and college level to assist students with understanding of basic college requirements, and to motivate students toward successful completion of postsecondary education.

**Tuition:** The amount of money charged for instruction/classes at postsecondary institutions (see also -- cost of attendance).

**Undeclared/undecided:** Term to describe a student who is unable or not ready to select a major at a college or university. Colleges typically ask students to pick their major by the end of their sophomore year.

**Work study:** A federal program that provides the opportunity for college students to work part-time jobs (often on the campus of the school they attend) to earn money to pay educational expenses. Students receive compensation in the form of a paycheck, much like a traditional job. Students must submit the FAFSA to be considered for work-study positions.

# Usernames and Passwords

**WARNING:** Write usernames and passwords here, with or without encryption, at your own risk. Your password is the electronic equivalent of your signature. • Treat your passwords as you would treat any piece of personal and confidential information by taking measures to keep them confidential. If you choose to write your usernames and passwords here, keep tight control of this Guide at all times and if someone learns your password, or you lose this book, you should immediately change your password(s).

Name of site:		Why I use it:	
Username		Password	
Web Address:			

Name of site:		Why I use it:	
Username		Password	
Web Address:			

Name of site:		Why I use it:	
Username		Password	
Web Address:			

Name of site:		Why I use it:	
Username		Password	
Web Address:			

Name of site:		Why I use it:	
Username		Password	
Web Address:			

SECTION 8

# More Usernames and Passwords

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web Address:			

# **ON YOUR MARKS, GET SET, GO!**

The GEAR UP community across the nation is dedicated to student success, and generously shares information and resources among programs. This guide was created from wisdom and experience shared by many projects, but we'd particularly like to thank Arizona GEAR UP and GEAR UP Tennessee, who have provided the content in this guide.

The federal government does not endorse this Guide, nor do its contents necessarily represent the policy of the U.S. Department of Education.