

This tip sheet has been compiled as a companion to the Oakland Dollars for Scholars scholarship application to assist applicants with understanding the application requirements. See the instructions included with the application in addition to this tip sheet. When filling out the application, consider each data field as required for consideration unless noted otherwise.

Applications submitted incomplete will not be evaluated.

Section 1: Applicant Data

1. Fill in your full legal name. This should be your name given at birth, i.e. Jonathan Allen Smith, not Johnny Smith.
2. Fill in your Social Security Number. Your Social Security Number is kept private and is not used to determine immigration status but will be used to uniquely identify applicants and compare with financial statements. This information is optional.
3. Fill in your current home address, telephone number and email address. Accurate contact information is important to relay information regarding your scholarship status.
4. If your legal parent/guardian is at a different address, please provide that mailing information.
5. Initial at each paragraph location to signify your acceptance of the scholarship requirements. If you do not agree with any scholarship requirements and/or do not initial acceptance of all paragraphs your application will not be considered.
6. Sign and date the application. If you are under the age of eighteen (18) when submitting the application, please have your legal parent/guardian also sign the application. If you are under the age of eighteen and do not provide a parent or guardian signature we can not consider your application.
7. Mail your completed application to the following address:

Oakland Dollars for Scholars
4123 Broadway Avenue, #144
Oakland, CA 94611

Applications must be postmarked by the **March 15** deadline to be considered. If the deadline falls on a Sunday or Holiday where the U.S. Post Office is closed the next business day is acceptable.

Section 2: School Data

8. Fill in the name, address and phone number of the high school you are currently attending and will graduate from.
9. Fill in your anticipated graduation date.
10. Fill in the name of the Principal for your high school.
11. Fill in the name of the postsecondary school you plan to attend after graduating from high school. We understand that you may have applied to several colleges and/or have not received acceptance for any/all postsecondary schools. Please select the institution you will most likely attend.
12. Check the boxes for the type of postsecondary school named and whether the school is nationally accredited. Currently, Oakland Dollars for Scholars only awards scholarships to nationally accredited four-year colleges and universities.
13. Fill in the complete address for the postsecondary school named.
14. Circle the number corresponding to the class level to which you will enter. Most will select "1" as an incoming Freshman, however, some graduating students may have Advanced Placement or community college credits that increase their school standing.
15. Check the box appropriate for planned living/commuting arrangement for named postsecondary school.
16. Check the box appropriate for planned enrollment status for named postsecondary school. Scholarships are only awarded for fulltime enrollment at a postsecondary school.
17. Fill in your anticipated graduation date from the named postsecondary school.
18. Fill in your planned field of study.

Section 3: Demographic Data

19. Check all ethnicities that apply to how you identify yourself. The demographic information is optional; however, the data is appreciated as it is used internally for tracking and reporting on the scholarships awarded to our parent organization and donors.
20. Check all sources that brought the Oakland Dollars for Scholars scholarship to your attention. This information will help us know how best to provide awareness of our scholarship opportunity.

Section 4: Financial Information/Personal Data/Essays

21. Enter number of family members living in your household.

22. Enter number of family members who are currently enrolled in post secondary education, including you.
23. Enter your household's family income on a yearly basis.
24. Enter the Adjusted Gross Income for your household as listed on IRS Income Tax Forms (1040-line 37; 1040A-line 21; 1040EZ-line 4).
25. Enter the amount you expect your family to contribute to your education.
26. List ALL other grants and scholarships you have been awarded for the coming school year. If the applicant has been awarded any full cost scholarships will forfeit their award of the Oakland Dollars for Scholars scholarship to allow another student an opportunity. Attach a separate sheet if required.
27. List any work experience you have had in the past four (4) years. This includes all paid and unpaid work. Attach a separate sheet if required.
28. List all extracurricular activities and honors you have participated in or received the past four (4) years. Include school and community activities. Attach a separate sheet if required.
29. Provide two (2) 150-200 word essays on the topics requested in the application. Provide written statements that are concise and tailored to the subject requested. The use of a general type personal statement is not encouraged. Attach a separate sheet if required.

Section 5: Transcript Information

30. The transcript information shall be provided by a school official. Provide all pertinent information. If not applicable, note "N/A." Include an official high school transcript in a sealed envelope with your application. Unsealed or unofficial transcripts will not be considered and will cause your application to be incomplete.

Section 6: Applicant Appraisal

31. Applicant appraisal is to be completed by a person who is in a position to evaluate you according to the criteria listed. Only one (1) appraisal is requested, determine the most appropriate person, e.g. a counselor, advisor, instructor, supervisor, etc. Must be returned to you in a sealed envelope and remain sealed when submitted with the application. Opened applicant appraisals received will not be considered and will cause your application to be incomplete.

If you have questions or need additional help to complete the application please contact us at info@scholarshipbayarea.org. Please provide adequate time between soliciting help and the submission deadline to receive a response.

Good luck and continued success!