

## Instructions For Completing The AFSA/CMSAF/AMF Scholarship Application

1. Complete sections A-H of scholarship application.
2. Sign and date application upon completion. Do not forget to include the last four numbers of your social security number (SSN) or your collegiate identification number; otherwise funds cannot be processed to the school.
3. Enclose ONE of the following (sponsor's proof of service, copy of the sponsor's DD 214, copy of sponsor's discharge papers). Include it with the application package. Do NOT send original documents because documents submitted will not be returned. Make sure you blackout the social security number on your sponsor's military identification cards.
4. If applying as a high school graduate, include a valid record of your combined SAT I or ACT scores. This must be recorded on an official school transcript or sent directly from the testing facility. (Use #0500 for the SAT I test or #1763 for the ACT test in the "Additional Report Request" on the ETS Form.)
5. High school graduates and college transfer students must include a copy of the letter of acceptance to the college of their choice.
6. All applicants must include an official transcript of their grades. High school graduates must include all grades from 9th-12th grades. College students must include cumulative record(s) of grades while attending an undergraduate program. If applicant has transferred schools, transcript(s) from previous school(s) MUST be included. The unweighted (4.0 scale) cumulative GPA must be 3.5 or higher.  
**NOTE:** *If your school uses a weighted GPA scale it is the applicants responsibility to have the weighted GPA converted to a 4.0 unweighted GPA. Packets received with a weighted GPA will not be eligible.*
7. All applicants must include a letter of recommendation. If the applicant is a high school graduate, the letter must be written by the school's principal or a high school counselor. If the applicant is currently a college student, the letter must be written by a college professor, or if the applicant is a first year college student, the letter may be written by the applicant's high school principal. The letter must be on official school stationary with an ORIGINAL signature.
8. The applicants must include a double-spaced, typed paragraph stating their life objectives, answering the question, "What do you plan to do with the education you receive?"
9. The applicant must include a typed, double-spaced on-page essay stating their opinion in answer to the question, "What is the most urgent problem facing society today?"
10. Include in the application package, a typed, double-spaced two-page essay about a current, controversial issue.

11. If applicable, include a completed "Additional Information" page, citing exceptional need for a scholarship.

12. Include two self-addressed, stamped, blank postcards. One will be sent to the applicant acknowledging receipt of package; the other will be sent notifying the applicant of non-selection. Persons selected for scholarships will be notified by mail and will be listed in the AFSA *SERGEANTS* magazine.

13. **You must sign these instructions and attach it to your application.** You can download these instructions and the required application (see below). **AFTER JANUARY 1**, mail the completed scholarship application package and all required materials to:

**AFSA/CMSAF/AMF Scholarship Program  
5211 Auth Road  
Suitland, Maryland 20746**

14. The completed application package must reach AFSA Headquarters **no later than March 31, for the coming academic year.**

15. If you have questions regarding the program or application process call AFSA Headquarters at 1-800-638-0594.

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I have reviewed the instructions and verify that all information is accurate to the best of my knowledge.

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Signature

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Date