



taos community foundation

### **Taos Community Foundation 2021 Scholarship Checklist**

We encourage you to have the following documents ready to upload before you begin your application.  
(Documents must be in pdf format).

- An unofficial transcript including cumulative gpa and class rank.
- A copy of your SAT scores if applicable
- A copy of your ACT scores if applicable
- A copy of scores for any alternative test if taken in lieu of the SAT or ACT.
- A personal resume

#### **Online Application Tips**

1. The character counter includes spaces as well as characters.
2. You will be logged out of the system after 90 minutes of inactivity.
3. Remember to regularly save your work.
4. You may choose to work on your responses and essays in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. If you do this, be sure to track character limits. You will need to check the formatting of your response once you have copied it onto the form.
5. If you do not provide an answer for one of the required questions, you will not be able to submit the form.
6. You may wish to download copies of all submitted forms onto your computer.
7. If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
8. Remember to click 'Submit Form' when completed.
9. Once your application has been submitted it is no longer available for editing.

#### **Instructor Recommendations (First Generation or Gutierrez Scholarships Only)**

If you are applying for either the Gutierrez Legacy Scholarship, or the First Generation Scholarship you will need to submit a recommendation from a current instructor. Ask the instructor to be your recommender in advance!

Once you enter the instructor's email address into the form, you will be prompted to compose an email message asking him/her to submit a recommendation on your behalf. This email will be sent automatically to the email address you have entered. A second email will then be sent to the recommender with a link for him/her to access the form and submit his/her recommendation. The recommendation is completed online. If the recommender does not complete and submit the recommendation by the due date, you will be contacted so that you can remind him/her. You will be able to see whether the recommendation has been submitted by accessing your dashboard.