

AREA SCHOLARSHIP APPLICATION INSTRUCTIONS

Please read carefully. Missing information or documents may affect your evaluation score.

To qualify, you or one of your parents/step parents must be an AAFES associate or military assigned to the Exchange.

AREA awards scholarships based only on the information and documents you provide. Financial need is not required, although if applicable you may mention it in your essay. To qualify for this scholarship, you must **email** the documents listed below to scholarships@aafesretired.com. **The deadline is 31 March 2023, no later than noon (1200) United States Central Standard Time Zone. Your application will be late if it is not received by the deadline. AREA RESERVES THE RIGHT NOT TO CONSIDER LATE APPLICATIONS.**

DOCUMENTS REQUIRED:

1. Completed and signed application form.
2. Three (3) letters of reference from teachers, employers, supervisors, or other adults familiar with your high school academic performance, school activities, or outside activities. No letters of reference may come from individuals in your family.
3. An essay, no more than one standard letter page in length, explaining why you should receive a scholarship.
4. Copy of high school transcript from latest semester or term completed, including grades.
5. Provide your most recent SAT or ACT score. Minimum scores to qualify for a scholarship are one of the following: an ACT test score of at least 24, or a SAT score of at least 1,200.
6. If SAT/ACT scores are not required by the institution being applied to, an average of a 3.5 (B+) on a 4.0 point scale is required to qualify.
7. A current portrait style 3 ½ x 5 inch photo of yourself in .jpg format. It will not be returned to you and will be used for publicity should you win a scholarship.

Once eligibility is met, five factors listed below are scored to determine the ranking for scholarship awards.

- Scholastic Honors & Other Recognition Received.
- School Activity Participation.
- Outside Activities, Hobbies and Special Talents.
- Essay: Tell us why you feel you should be awarded a scholarship.
- Letters of Recommendation

HOW TO EMAIL DOCUMENTS:

1. Print the application, fill it out, sign it and scan it.
2. Scan all other documents you are submitting and save as .pdfs (photo as small .jpg).
3. Ensure that all attachments are vertical and right side up.
4. Do not send attachments in google drive.
5. Open an email message to the address above and attach each document to the email.
6. Send the email.