

Checklist for Internal Scholarships, Private Organizations, and Local Government Scholarships

Student ID:	Full Name:
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Students should check the following items and tick the “Self-Check” column for each of the documents they have submitted. The documentation should be prepared in order from 1 to 11 and submitted together with this checklist.

Order	Documentation	Self-Check	Admin-Check
1	Application Slip	<input type="checkbox"/>	<input type="checkbox"/>
2	Checklist for Internal Scholarships, Private Organizations, and Local Government Scholarships (this form)	<input type="checkbox"/>	<input type="checkbox"/>
3	Scholarship Application Form for the 2025 Academic Year (Print out after inputting online)	<input type="checkbox"/>	<input type="checkbox"/>
4	Applicant Information Sheet (Print out after inputting online)	<input type="checkbox"/>	<input type="checkbox"/>
5	Latest certificate of income (parents) <input type="checkbox"/> Are these the most recent documents? <input type="checkbox"/> Have you prepared a certificate for both of your parents? [Important] These certificates must be submitted even if the person concerned is unemployed, has no income, or is a full-time housemaker. These documents are required separately from the documentation given in “6.”	<input type="checkbox"/>	<input type="checkbox"/>
6	Documents proving household circumstances and income <input type="checkbox"/> Have you prepared a certificate for both of your parents?	<input type="checkbox"/>	<input type="checkbox"/>
7	Required documentation in the case of special deductions for income and household circumstances *eligible applicants only <input type="checkbox"/> Have you prepared a Financial Supporter Report when special circumstances apply, such as being a member of a household with no income, receiving Livelihood Protection, or part of a single-parent family?	<input type="checkbox"/>	<input type="checkbox"/>
8	Academic record <input type="checkbox"/> If a first-year student, have you prepared the Official School Report? If a second-year student, have you prepared either a copy of the latest Grade Report or original Transcript of Academic Record?	<input type="checkbox"/>	<input type="checkbox"/>
9	A copy of student’s bankbook <input type="checkbox"/> Has the bank account been opened in your name? <input type="checkbox"/> Has there been any changes to the branch name, branch number, or account number?	<input type="checkbox"/>	<input type="checkbox"/>
10	Essays and Study Plans *specified scholarships only	<input type="checkbox"/>	<input type="checkbox"/>
11	AY 2025 Spring Semester Donor Designated Scholarships Entry Form <input type="checkbox"/> Are you applying for more than the maximum number of 5 scholarships permitted?	<input type="checkbox"/>	<input type="checkbox"/>