KAMEHAMEHA SCHOOLS®

Checklist to help you complete your KS College Scholarships application by **January 31, 2020.**
- ✓ Utilize the College Board (IDOC) system's document upload feature.
- ✓ Ensure uploaded files are clear and legible.
- ✓ Register with Kamehameha Schools Ho'oulu Verification Services Center. For more information, visit: http://apps.ksbe.edu/datacenter.

Step One: Complete CSS Profile Online Application (cssprofile.org):
- Enter Student Social Security Number and Date of Birth.
- Enter the KS Code **0274** as the CSS Code Number.
- Submit $25.00 payment online or use a KS fee payment code.

Simplified Application for 2019-2020 Awardees – *Only one step to complete!*
- Complete the Renewal Questionnaire in Net Partner (https://webapp.ksbe.edu/NetPartnerStudent).
  Eligible students who received prior communication from KS.

Step Two: Submit KS Certification, Affirmation Statement and Essay Response
(https://webapp.ksbe.edu/NetPartnerStudent):
- **NEW Applicants**: You will receive a KS e-mail with your Student Web ID information. Login to your KS Net Partner account and electronically submit these three documents: the KS Certification, KS Affirmation Statement, then compose your 750 character (approx. 350 word) essay response and click submit before the deadline.

Step Three: Submit documents as directed below:

College Board (IDOC) Documents	
Upload Documents at: https://idoc.collegeboard.org	
☐	Filed and signed 2018 Federal Income Tax Return
☐	**All** 2018 W-2s (employer-issued) and/or 1099s – *Total amount of all W-2s must equal wages reported on federal income tax return*
☐	**All** Schedules filed with 2018 Federal Income Tax Return
Additional Documents	**Independent Students:** • Submit your and/or your Spouse's (Significant Other) 2018 financial documents (if applicable) • Non-Tax Filer Statement (Form must be completed if you were **not required** to file a 2018 Federal Income Tax Return). **Dependent Students:** • Submit your and/or your Parent(s)/Step-parent 2018 financial documents (if applicable) • If parents file separately, submit 2018 tax returns for both parents • If parents were **not required** to file a 2018 Federal Income Tax Return, submit Parent Non-Tax Filer Form • Applicants who are considered dependents by KS guidelines and were **not required** to file a 2018 Federal Income Tax Return, **DO NOT** need to submit a Student Non-Tax Filer Form
KS Resource Center (KSRC) Documents	
Mail Documents to: KS Resource Center - OR - 567 S King St, Ste 102 Honolulu, HI 96813	Email Documents to: ksrc@ksbe.edu	Need assistance? Please contact: KS Resource Center (808) 534-8080 or +1 (800) 842-4682, press 2 Email: ksrc@ksbe.edu
☐	Court Documents (TANF/AFDC benefit statement, Ward of the Court, Legal Adoption)
☐	2020-2021 Authorization for Release of Information (**ARI**) Form (Optional)