Use this checklist to help you complete your application by **April 20, 2015**.

- Submit clear, legible copies of your documents. Documents will not be returned.
- Utilize the New! College Board (IDOC) system’s upload feature for the fastest and most secure document submissions.
- Register with Kamehameha Schools Ho’oulu Hawaiian Data Center. For more information, visit: [http://apps.ksbe.edu/datacenter](http://apps.ksbe.edu/datacenter).

### Step One: Complete CSS/Profile Online Application ([http://student.collegeboard.org/profile](http://student.collegeboard.org/profile))

**Application Reminders:**
- Enter correct 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.

### Step Two: Submit documents as directed below

<table>
<thead>
<tr>
<th>CollegeBoard (IDOC) Documents</th>
<th>Mail Documents via United States</th>
<th>Mail Documents via Courier Service (ie. FedEx)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upload Documents at:</strong></td>
<td><strong>Postal Service to:</strong></td>
<td><strong>Service to:</strong></td>
</tr>
<tr>
<td><a href="https://idoc.collegeboard.org">https://idoc.collegeboard.org</a></td>
<td>College Board Processing Center</td>
<td>College Board Processing Center</td>
</tr>
<tr>
<td>.OR.</td>
<td>PO Box 8570</td>
<td>124 Heritage Ave, Suite 14</td>
</tr>
<tr>
<td></td>
<td>Portsmouth, NH 03802</td>
<td>Portsmouth, NH 03801</td>
</tr>
</tbody>
</table>

- IDOC Cover Sheet ([https://idoc.collegeboard.org](https://idoc.collegeboard.org)) – required if submitting by mail only
- 2014 Federal Income Tax Return (Student/Parent*)
- All Schedules filed with 2014 Federal Income Tax Return (Student/Parent*)
- All 2014 W-2s and/or 1099s (Student/Parent*)
- Signed, completed, but not dated IRS 4506-T (Required for all Student/Parent*)
- Signed and completed 2014 Tax Year IDOC Non-Tax Filer Statement (Required for all Student/Parent* who do not file a Federal Income Tax Return)

*Parent (& Step-parent) documents are required for DEPENDENT students.

### KS Applicant Services Center (ASC) Documents

- Mail Documents to:
  - KS Applicant Services Center
  - 567 S King St, Suite 102
  - Honolulu, HI 96813

  Need assistance? Please contact:
  - KS Applicant Services Center
  - (808) 534-8080 or +1 (800) 842-4682, press 2
  - Email: finaid@ksbe.edu

- College Acceptance Letter (CAL) or College Verification Document (CVD)
- Court Documents (Ward of Court, Legal Adoption)
- 2015-2016 Authorization for Release of Information (ARI) Form (Optional)

### Step Three: Submit KS Certification Statement ([https://webapp.ksbe.edu/NetPartnerStudent](https://webapp.ksbe.edu/NetPartnerStudent))

- Login to Net Partners after receiving your KS acknowledgement e-mail with your Student Web ID.
- Read KS Certification Statement. Electronically submit via Net Partners by **April 30, 2015**.

For more information, visit: [http://apps.ksbe.edu/finaid/scholarships/na_hookama](http://apps.ksbe.edu/finaid/scholarships/na_hookama).