Nā Hoʻokama a Pauahi
ACADEMIC YEAR 2015-2016
Step-by-Step Application Process
## Program Deadlines

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSS Registration and CSS/PROFILE® online application</strong></td>
<td><strong>Monday, April 20, 2015</strong></td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td></td>
</tr>
<tr>
<td>• 2014 Tax Documents to Institutional Documentation Service (IDOC)</td>
<td><strong>Monday, April 20, 2015</strong> (Postmarked)</td>
</tr>
<tr>
<td>• College Verification Documents to KS Applicant Services Center (KS-ASC)</td>
<td></td>
</tr>
<tr>
<td>• Submit Online KS Certification Statement through Net Partner Website</td>
<td><strong>Thursday, April 30, 2015</strong></td>
</tr>
</tbody>
</table>
Gather Documents

• Information and copies needed:
  – Signed 2014 federal income tax information and assets for:
    ➢ Applicant
    ➢ Spouse
    ➢ Parent(s)
    ➢ Step Parent(s)
    ➢ Significant Other
  – All 2014 W2s, 1099s, and tax schedules
Gather Documents

- Other information needed:
  - Home value (purchased price, existing balance, current value) and other real estate owned
  - Investments including retirement plans
  - Business income and expenses
Application Process

• Step 1 – CSS/PROFILE Online Registration and Application

• Step 2 – Net Partner Certification Statement

• Step 3 – Submit Required Documents to College Board’s Institution Documentation Service (IDOC)

• Step 4 – Submit Required College Verification and Other Required Documents to KS Applicant Service Center (KS-ASC)
Step 1 – CSS Registration and Application Process

- Login to: http://student.collegeboard.org/profile
Step 1 – CSS Registration and Application Process

Already a member of College Board, type in your user name and password and click Sign In.

If this is your first visit to College Board, you will need to create an account by clicking Sign Up.
Step 1 – Registration Process

Welcome to PROFILE Online!

- Start by clicking on "Register for Profile" to get general instructions, documents to gather navigation links, and the service.

- Next, click on "Register for Profile" to begin the PROFILE registration process. Your answers to these questions will help the College Board create an online application customized for you.

- You must register for PROFILE each year you wish to file an application. However, if you submitted a 2014-15 PROFILE Application and signed in using your user name from that year, some information may have been pre-filled from that application. Please review the information carefully.

- Once you've registered, you can begin the application or you can download or print the customized instructions and Pre-Application Worksheet that are available at the end of registration. They will also be available on this page after you register.

- If you have already registered for PROFILE for 2015-16, please exit PROFILE and sign-in with your original user name and password.

To learn more about the College Board and PROFILE, click on "About PROFILE." To see if the colleges and programs you're applying to require the PROFILE, click on "Participating Institutions."
Step 1 – Registration Process

PROFILE Online 2015-16

Register for PROFILE

Registration is the only part of the application that has to be completely filled out the first time through. If you log out of PROFILE during registration, your information will not be saved. At any point after registration you can stop and save your work, then return at a later time to continue.

This site is secure and designed for the passing of confidential information. When you submit your application you will be charged a $9.00 application fee and a reporting fee of $16.00 for each college or scholarship program selected. You can pay with a valid credit or debit card (American Express, Discover, MasterCard, or VISA), or Fee Payment Code. Fee waivers are awarded automatically to first-time applicants from very low income families who qualify based on the parent income and asset information provided on the PROFILE.

At the end of the registration process you will be assigned a CSS ID Number. You will need this number as a reference for inquiries to customer service.

If you want to add colleges to a submitted application, be sure to sign in with the user name you used to complete that PROFILE, and then click on "Add Colleges to Submitted Application" on the Home Page.

CLICK on Register
Step 1 – Registration Process

Update:
- Student’s Social Security No
- Student’s last name
- Student’s first name
- Student’s middle name
- Student’s preferred name
- Student’s title
- Student’s email address
- Student’s date of birth
- Student’s postal address location

CLICK Continue
Step 1 – Registration Process

IMPORTANT:

- Applicant’s permanent and mailing addresses are needed. The permanent address is defined where the applicant physically lives while NOT attending college. The mailing address is where the applicant wishes to receive correspondence during the 2015-2016 academic year. It is important that both the mailing and permanent address fields are completed.
- Student’s preferred telephone number (FASS prefers a daytime phone no.)

Click Continue
Step 1 – Registration Process

Complete Questions 1 through 10 pertaining to the applicant

If married/ remarried or separated, CLICK OK in dialog box.

CLICK Continue
Step 1 – Registration Process

Input KS CSS Code Number 0274
CLICK Search
Step 1 – Registration Process

CHECK the box in the Search Results
CLICK Add
Step 1 – Registration Process

CHECK the box in the Selected Colleges/Programs – 0274 for Kamehameha Schools

CLICK Continue
Step 1 – Registration Process

CLICK on the drop down box to select a housing code WHILE ATTENDING COLLEGE for each college applying to.

CLICK Continue
Step 1 – Registration Process

If applicant is a dependent, single, and under the age of 24, complete Questions 11 though 21 pertaining to the applicant’s PARENT(s).

CLICK Continue
Step 1 – Registration Process

The Data Review screen will appear.

Review the Registration responses for accuracy because the online application is customized according to the answers.

CLICK Continue
Step 1 – Pre-Application Process

Optional steps: CLICK on Customized Pre-Application Worksheet and Customized Application Instructions.

Otherwise, CLICK Start Profile Application

Student’s CSS ID Number
Step 1 – Pre-Application Process

For additional assistance: Scroll down until the Printing this Worksheet section. Follow the instructions OR 
CLICK Select a Help Section 
To exit, CLICK on Close Window
Step 1 – Registration Process

CLICK Continue to complete the Registration process and begin the Application process.
Step 1 – CSS/PROFILE Online Application Process

All the sections in the drop down box will need to be answered. (Example shown for dependent student)
Complete the 2013 and 2015 questions using 2014 information.

Estimated time to complete an application: 1-to-1 ½ hours

Applicant may save the information and continue at another time by clicking on Save and Continue
Step 1 – Application Process

PLEASE complete the Supplement Questions (SQ). If questions are left unanswered, this may delay the processing of the application.
Step 1 – Application Process

The system will prompt you for missing or incomplete information (e.g. Help Code PD-100). CLICK on the underlined questions. If questions were answered incorrectly, the application cannot be submitted.
Step 1 – Application Process

Review and confirm that the information is accurate before submitting the application.

If corrections need to be made to a submitted CSS/PROFILE online application, the applicant must submit a printed copy of the CSS/PROFILE application to KS-ASC.

CLICK Continue
Step 1 – Application Fee

• The cost for the CSS/PROFILE® online application is $25, payable upon submission of your application.

• This covers the cost of creating your CSS/PROFILE online application of $9 and $16 for sending your information to a scholarship program.

• You will be charged $16 for each additional college or program to which your information is sent.
Step 1 – Payment Methods

- Payment is required to complete the submission of the CSS/PROFILE online application. The following payment methods are acceptable:
  
  - Debit/Credit cards
  - College Board Waivers (determined by College Board)
  - Fee Payment Code From KS
KS offers FREE fee payment codes to qualified applicants. See below to determine if you qualify. If you do, mail or fax your fee payment request form along with the required document(s) to the KS Applicant Services Center by the postmarked date of Monday, April 6, 2015.

- Received AFDC/TANF (cash benefits) within the last 6 months; or

- Applicants who are Wards of the Court/State until the age of 18.
Step 1 – Fee Payment Code

• Fee Payment Request is available through the KS Website at: apps.ksbe.edu/financialaid/post-high/nahookama/

• Deadline to request for a Fee Payment Code – Monday, April 6, 2015

• To purchase a payment code in lieu of paying via credit/debit card. All payments must be made in CASH Only
Step 1 – Fee Payment Code

CLICK Enter Fee Payment Codes
Step 1 – Fee Payment Code

ENTER Fee Payment Code (6-Digit) and KS CSS code 0274. Then CLICK Submit.
Step 1 – Credit or Debit Card Payment Methods

**APPLICATION**

Status: Application not submitted - please continue

**Final Charge Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>College(s)/Program(s) Selected</td>
<td></td>
</tr>
<tr>
<td>0274  Kamohamo School</td>
<td>$16.00</td>
</tr>
<tr>
<td>Total Charge</td>
<td>$25.00</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Submit and Payment**

Please Note: When you submit your payment information you are also submitting your application for processing and you are agreeing to the following: All the information on this application is true and complete to the best of my knowledge. If asked, I agree to give proof of the information that I have given on this application. I realize that this proof may include a copy of my federal, state, provincial or local income tax returns, bank statements, or other documentation. I certify that all information is correct at this time, and that I will send timely notice to my colleges/programs of any significant change in family income or assets, financial situation, college plans of other children, or the receipt of other scholarships or grants.

**Pay by Credit or Debit Card**

- Click on **Pay by Card**

**Fee Payment Codes**

If you received a Fee Payment Code from one or more of your colleges or scholarship programs, click here to enter the information.

- Enter Fee Payment Codes
Step 1 – Credit or Debit Card Payment Methods

Make a Payment

Credit Card Billing Address
- First Name: Patti
- Last Name: Rabacal
- Address 1: 567 South King St.
- City: Honolulu
- State: HAWAII
- Zip/Postal Code: 96814
- Country: United States
- Payment Amount: $25.00

Credit Card Billing Address
- Telephone: 96814
- Other Phone: 96814
- Fax: 96814

Payment Information
- Type of Card: Please Select Card
- Card Number
- Expiration Month
- Expiration Year
- Security Code

Submit Payment
- Cancel
- Submit

COMPLETE:
- Type of Card
- Card Number
- Expiration Date
- Security Code (code is a 3-digit number located on the back of the card)

CLICK Submit
Step 1 – Acknowledgement of Application and Payment

Print the Acknowledgement of application for the student records.

This completes the CSS/PROFILE online application process.
Step 2 – College Board IDOC

Required Documents

• Required Documents for Tax Filers (Applicant, Parents and/or Spouse)
  – Copy of Signed 2014 Form 1040, 1040A or 1040EZ
  – Copy of all 2014 W2, 1099 Forms, and Tax Schedules
  – Signed (Not Dated) 4506T Form – Request for Transcript
Step 2 – College Board IDOC

Required Documents

- Required Documents for Non-Tax Filers (Applicant, Parents and/or Spouse)
  - 2014 Non-Tax Filer Statement
  - Signed (Not Dated) 4506T Form – Request for Transcript
Step 2 – Submission of College Board IDOC Required Documents

• Ways to Submit Required Documents to IDOC:
  1. Upload Required Documents to IDOC Website:
     • (https://idoc.collegeboard.org/idoc/)
  2. Mail Required Documents Along with IDOC Coversheet to IDOC Address:
     • College Board Processing Center
       PO Box 8570
       Portsmouth, NH 03802

Postmarked deadline: Monday, April 20, 2015
Step 2 – Submission of College Board IDOC Required Documents

- Log into IDOC: (https://idoc.collegeboard.org/idoc/)

Institutional Documentation Service (IDOC)

Through the Institutional Documentation Service (IDOC), the College Board collects families' federal tax returns and other documents on behalf of participating colleges and programs. The College Board notifies students selected by participating institutions when to submit the required documents.

Click on the "IDOC" button below to:
- Login to IDOC
- Identify family members submitting documents
- View your Requirements, including deadlines and a list of required documents;
- Complete an IDOC document, including:
  - A Verification Worksheet;
  - An Institution Specific Document;
- Check the status of your submitted IDOC documents;
- Get information from the IDOC Help Desk.

IDOC is only available to students that participating colleges and programs select and the College Board notifies for participation. Do not enter the site unless the College Board notified you that at least one of your colleges or programs participates in the IDOC Service.

IDOC for financial aid applicants for the 2015-16 academic year
Step 2 – Submission of College Board IDOC Required Documents

Enter two of the following:
• IDOC ID
• Social Security Number
• Date of Birth

Check Terms and Conditions Box

Click on Sign In
Step 2 – Submission of College Board IDOC Required Documents

Must Input Social Security Number(s) For Applicant and/or Parents and Spouse. This Step Needs to be Done Before Printing Coversheet or Uploading Documents.

Click on: Update Your Family Information
Step 2 – Submission of College Board IDOC Required Documents

Input Social Security Number(s) For Applicant and/or Parents and Spouse.

Then Click on: **Save and Continue**
Step 2 – Submission of College Board IDOC Required Documents

To Submit Required Documents By Upload

Click on: Upload Document(s)
Step 2 – Submission of College Board IDOC Required Documents Via Upload

*IMPORTANT*
Please submit all your required documents at one time. If you are unable to, make sure the first upload contains your tax documents or non taxfiler statement.
Step 2 – Submission of College Board IDOC Required Documents Via Upload

Upload Documents through File(s) Selection or Drag and Drop Zone

To Submit Uploaded Documents

Click on: Upload Files
Step 2 – Submission of College Board IDOC Required Documents

To Submit Required Documents By Mail

Click on: Submit by Mail

Institution Code | Institution Requesting Documents | Deadline (ET)
--- | --- | ---
0274 | Kamehameha Schools | 04/20/2015

Required Documents

Your earliest deadline is 04/20/2015

<table>
<thead>
<tr>
<th>Documents - Required by Institution(s)</th>
<th>Owner</th>
<th>Institution Requesting</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Tax Return</td>
<td>Student</td>
<td>0274</td>
<td>Required</td>
</tr>
<tr>
<td>KS IRS 4506T Transcript Req for Tax Rtn</td>
<td>Student</td>
<td>0274</td>
<td>Required</td>
</tr>
<tr>
<td>W-2 Forms</td>
<td>Student</td>
<td>0274</td>
<td>Required</td>
</tr>
</tbody>
</table>

Upload Document(s)
Step 2 – Submission of College Board IDOC Required Documents Via Mail

Submitting Paper Documents by Mail

What do I need to do?

1. Print a copy of your IDOC Cover Sheet. You must print it as a one-page document.
2. Assemble a packet consisting of your Cover Sheet and one legible copy of each of the Required Documents listed on the Dashboard. Some of the documents are available on this site by clicking on the links to the right.
3. Mail one packet to the address on the Cover Sheet. All of your participating college(s) and program(s) will have access to the documents in your packet that they have requested.

When is my IDOC packet due?

Please see each institution’s deadline on the Document Management Dashboard. Colleges and programs may publicize a different date on their website or in communications to you. If this date is different than the dashboard, you should verify your document by that date to ensure that you meet their specific dates and requirements.

What Documents Are Required?

Your required documents are listed on the Document Management Dashboard.

IDOC Cover Sheet

Your IDOC Cover Sheet is necessary to guarantee that your material will be processed correctly. The Cover Sheet must be a legible one side of one-page document that is not damaged in any way that would prevent it from going through the document scanning process. We suggest that you print the Cover Sheet at your printer’s highest resolution to ensure the most efficient processing.

Verify or enter the Social Security Number (SSN) or Canadian Social Insurance Number (SIN) for the student, each parent submitting documents, and for the student’s spouse, if applicable. Blank or incorrect SSNs/SINs can seriously delay processing of the student’s financial aid application.

Packet Completion Checklist

1. Your Cover Sheet is on a single sheet of paper.
2. One legible copy of each of the required documents is included.
3. The SSN/SIN (if applicable) is correct on the Cover Sheet for each person submitting documents.
4. The SSN/SIN (if applicable) for the document owner (student, parent, spouse) is in the upper right corner of each document submitted.
5. All appropriate tax documents are signed.
6. Each document is copied on the front side of a separate 8 1/2” X 11” sheet of white paper. Copies must be full sized - no reduction or enlargement.
7. If submitting W-2s each form from each employer is copied on a separate 8 1/2” X 11” sheet of white paper. Do not copy more than one W-2 form on a single sheet of paper.
8. You copied the front and back of any document (especially tax forms) that has two sides.
9. You included one copy of each of your required documents (including all W-2’s, schedules, and corporate or partnership returns) in one packet. Do not send the requested information to the College Board in multiple mailings. Do not send duplicate packets. Do not send duplicate documents. Only information from the noncustodial parent, if requested, may be submitted separately with a separate Cover Sheet.
10. You clearly provided your name and return address on the envelope. This address may be used to follow up with you about your packet materials.
11. You sent your packet to one the following addresses. Do not send your packet to another College Board address. It will delay the processing of your information.

Mail all requested documents with the Cover Sheet via the U.S. Postal Service to:
College Board Processing Center
P.O. Box 0570
Portsmouth, NH 03802
OR
Via courier service (FedEx, UPS, etc.) to:
College Board Processing Center
124 Heritage Ave, Suite 14
Portsmouth, NH 03801
Step 2 – Submission of College Board IDOC Required Documents Via Mail

- IDOC Cover Sheet Required When Mailing Documents

<table>
<thead>
<tr>
<th>What do I need to do?</th>
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<tr>
<td>Your required documents are listed on the Document Management Dashboard.</td>
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IDOC Cover Sheet

Your IDOC Cover Sheet is necessary to guarantee that your material will be processed correctly. The Cover Sheet must be a legible one side of one-page document that is not damaged in any way that would prevent it from going through the document scanning process. We suggest that you print the Cover Sheet at your printer’s highest resolution to ensure the most efficient processing.

Verify or enter the Social Security Number (SSN) or Canadian Social Insurance Number (SIN) for the student, each parent submitting documents, and for the student’s spouse, if applicable. Blank or incorrect SSNs/SINs can seriously delay processing of the student’s financial aid application.
Step 2 – Submission of College Board IDOC Required Documents Via Mail

Print the IDOC Cover Sheet and Fill in the “Bubble” for the Documents Submitted.

Please Read the Instructions to Ensure Proper Submission of Required Documents

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<table>
<thead>
<tr>
<th>Cover Sheet 2015-16 School Year Institutional Documentation Service (IDOC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Name:</td>
</tr>
<tr>
<td>Students Email:</td>
</tr>
<tr>
<td>IDOC ID:</td>
</tr>
<tr>
<td>SSN/SIN:</td>
</tr>
</tbody>
</table>

Provide the Social Security Number (SSN/SIN) for each person listed below whose information is enclosed in this IDOC packet.

Parent 1 Name
Parent 2 Name
Noncustodial Parent Name
Student's Spouse Name

SSN/SIN:

Submit only one complete packet containing all required documents by the specified deadline. In the list below, check ('') the documents you are enclosing with this Cover Sheet.

- Signed 2014 IRS Form 1040 (Pages 1 & 2)
- Signed 2014 IRS Form 1040A (Pages 1 & 2)
- Signed 2014 IRS Form 1040EZ (Pages 1 & 2)
- Non-tax Filer’s Statement
- W-2s (All W-2s received)
- Form 1099 (All versions)
- Verification Worksheet
- Schedule A, Itemized Deductions
- Schedule B, Interest and Ordinary Dividends
- Schedule C, Profit or Loss from Business
- Schedule D, Capital Gains and Losses
- Schedule E, Supplemental Income and Losses
- Schedule F, Gain or Loss from Farming
- Schedule (or K-1), Partner’s (or Shareholder’s) Share of Income, Credits, Deductions
- Schedule SE, Self-Employment Tax
- Form 1041, Trust Tax Return
- Form 1065, U.S. Partnership Return of Income
- Form 1120, U.S. Corporation Income Tax Return
- Form 1120S, Corporation Income Tax Return
- Form 2555, Foreign Earned Income
- Form 4562, Depreciation and Amortization
- Form 8829, Expenses for Business Use of Your Home
- Signed 2014 Puerto Rican Tax Return
- Signed 2014 Canadian Tax Return
- Other Signed 2014 Non-U.S. Tax Return - must be translated into English
- Other U.S. tax forms
- Institution Specific Document(s)
- Child Support Paid Verification Statement
- Food Stamp benefit verification

Please follow the instructions below:
- Print this Cover Sheet as a one-page document.
- Send photocopies of signed tax returns, not originals.
- Copy all forms to 8 1/2” x 11” white paper.
- Do NOT staple or paper clip forms.
- Send ONLY one copy of each W-2 form requested.
- Do NOT copy more than one W-2 on a single sheet of paper
- Do NOT send state tax returns.
- Do NOT send 2013 tax returns unless specifically requested.
- Do NOT send them separately.
- Do NOT send tax worksheets unless required for submission to the IRS.
- Be certain that each form is legible and complete (e.g., both pages of a 1040).
- Include all required forms as stated in your requirement letter.
- Sign your tax forms.
- Place this Cover Sheet on top of enclosures before mailing.
- Verify your email address. Correct if necessary.
- Check all SSNs/SINs. Accurate and readable SSNs/SINs are critical to efficient processing.
Step 3 - Net Partner Certification Statement

- Applicant Will Be Able to Access Net Partner 3-4 Days After CSS/Profile Application Submitted

- Net Partner Website: https://webapp.ksbe.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent

1. Enter Student Web ID in Student ID Field
2. Enter Pin in Password Field
3. CLICK Submit
4. Forgot PIN?
   CLICK Forgot your Password
Step 3 – Net Partner Certification Statement

Welcome

Thank you for your interest in the Na Ho'okama a Pauahi Scholarship for academic year 2015-2016. We would like to remind you that the completed scholarship application consists of your CSS/Financial Aid PROFILE Registration and Application, submission of your required documents to CollegeBoard IDOC & KS-ASC, and that you acknowledge and submit the KS Certification Statement by their respected deadline dates.

Monday, April 20, 2015 is the deadline to submit your CSS/Financial Aid PROFILE Application and all required documents sent to CollegeBoard and KS-ASC must be post-marked.

Thursday, April 30, 2015 is the deadline to acknowledge and submit the KS Certification Statement through Net Partners by clicking on the "Apply Online" tab.

You Know...that most incomplete applications are caused by not submitting a required document or by not responding to correspondence or messages sent by KS. Our goal is to ensure that your application is complete and is ready to be verified. In an effort to avoid an incomplete application, we kindly ask that you promptly respond to any communication sent to you in a timely manner. Mahalo!
Step 3 – Submittal of Net Partner Certification Statement

After reading the Certification Statement, CLICK on the drop down box for your Agree or Disagree answer. CLICK on submit.
Step 3 – Confirmation of Net Partner Certification Statement

After submitting the certification statement, the applicant will receive a message.

1. I am 18 years of age or older, or a parent or guardian, and am competent to enter into this Agreement.

2. I further agree that any lawsuit or claim against KS arising from or related to this application must be brought exclusively in the U.S. District Court for the District of Hawaii or in the state courts of the State of Hawaii. I hereby waive any jurisdictional, venue, or inconvenient forum objections to such courts. I further agree that any federal claims arising from or related to this application shall be governed exclusively by the federal law applied by the U.S. District Court for the District of Hawaii, and any state law claims shall be governed exclusively by the laws of the State of Hawaii, without reference to its conflict of law rules.

Application completed successfully. Thank you!
Step 3 – Net Partner Documents Tab

Upon submittal of the Net Partner Certification Statement, the applicant can click on the Documents Tab to view the status of receipt.
Step 4 - College Verification and Other Required Documents

- All Applicants Are Required to Submit One of the Following College Verification Documents
  - College Acceptance Letter (official, provisional, conditional, or waitlisted)
  - Acknowledgement of admission application
  - Completed admission’s application form
  - Confirmation of college enrollment from registrar
  - College class schedule
  - College transcript
Step 4 - College Verification and Other Required Documents

• Submit the Following Other Required Documents if it Applies:
  – Current TANF Benefit History Statement (Received within the past 6 months)
  – Court Documents (Divorce Decrees, Adoption and Ward of Court/State, etc.)

• Send All College Verification Documents and Other Required Documents to KS – Applicant Services Center (ASC):

  KS-Applicant Services Center
  567 South King Street, Suite 102
  Honolulu, HI 96813

Postmarked deadline: Monday, April 20, 2015
This completes
Nā Hoʻokama a Pauahi Scholarship
CSS/PROFILE
online application process.
Applicants who are 18 years and older must complete the Authorization for Release of Information form designating specific individuals who the applicant wishes to authorize to receive information from KS regarding the applicant’s status.

By signing below, I, _____________________________, hereby authorize Kamehameha Schools Financial Aid and Scholarship Services Department (FASS) to release any and all information, documents and other records maintained by FASS regarding my information in connection with the above program(s). The authorization shall remain in effect until I send FASS a written notice to terminate the authorization.

Authorize to Release Information to:  (Please PRINT)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship:</td>
<td></td>
</tr>
<tr>
<td>Authorize to Release Information to:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Relationship:</td>
<td></td>
</tr>
</tbody>
</table>

Student’s Signature ___________________________ Date ___________________________
Tips to completing the Nā Hoʻokama a Pauahi Scholarship Application

• Start Early
• Take a step at a time
• Refer to the Nā Hoʻokama a Pauahi Scholarship checklist
• Mailing tips – We recommend you mail your tax documents to IDOC by return receipt mail. Please DO NOT send tax documents to KS-ASC. Tax documents received by KS will not be returned to applicants nor will the documents be used to complete the application process.
• Use the IDOC Website to upload tax documents.
• Check your application status by logging on to the Net Partner website (see Net Partner Step-by-Step)
Need Help?

• KS-ASC
  ➢ Phone number: 808-534-8080 or 808-541-5300
  – Toll-free 1-800-842-4682, press 2

• College Board PROFILE:
  ➢ Phone number: 1-305-829-9793

• College Board IDOC:
  ➢ Phone number: 1-305-420-3688