



## Education Scholarship Application Instructions

Applications should be submitted in one complete packet, excluding the transcript and letters of recommendation, which must be mailed directly from the school. Applications submitted in multiple pieces will not be accepted.

Applications must include the following documents:

	New Applicants	Renewing Applicants
Application Form	X	X
Cover Letter	X	
Federal Tax Returns	X	X
Recent Photo	X	X
Progress Report Statement		X
Certified School Transcript	X	X
Two Letters of Recommendation	X	

**All applicants** must be able to participate in an interview with the Palama Settlement or AAUW Scholarship Committee and, if awarded a scholarship, be willing to provide Palama Settlement or AAUW with community service hours in the applicable scholarship year.

You may submit your application one of three ways:

1. By email to Leah Lee at [lee@palamasettlement.org](mailto:lee@palamasettlement.org).
2. By mail to:  
Palama Settlement  
c/o Scholarship Committee  
810 N. Vineyard Boulevard  
Honolulu, HI 96817
3. In person at 810 N. Vineyard Boulevard, Honolulu, HI 96817. Please leave your application with the receptionist in the Rath Building (white building with pillars on N. Vineyard Blvd.).

Deadlines are strictly observed. See [www.palamasettlement.org/scholarships](http://www.palamasettlement.org/scholarships) for this year's deadlines.

Should you have questions regarding your application or the application process, please email Leah Lee at [lee@palamasettlement.org](mailto:lee@palamasettlement.org).

## Description of Documents

Application Form	Download from <a href="http://www.palamasettlement.org/scholarships">www.palamasettlement.org/scholarships</a> .
Cover Letter	Cover letter expressing interest in applying for a Palama Settlement or AAUW scholarship.
Federal Tax Returns	One copy of last year's federal tax returns. If the applicant is a minor and/or a dependent, the parent(s)/legal guardian(s) financial position will be taken into consideration. If this year's returns have not yet been filed, the most recent filing is acceptable. Please redact all social security numbers and bank routing information EXCEPT for the last 4 digits of the applicant's SSN.
Recent Photo	One recent photo. This will not be returned to you.
Progress Report Statement	One progress report statement, talking about yourself and what you've learned through pursuing your educational goals and giving back to the community through service.
Certified School Transcript	One certified school transcript, mailed directly from the school to Palama Settlement. All transcripts must be received by Palama Settlement by the application deadline. Report cards or unofficial online transcripts will not be accepted.
Two Letters of Recommendation	Two letters of recommendation from teachers or professors attesting to the applicant's character, leadership skills, and academic performance. Letters should be on written school letterhead, enclosed in a sealed envelope, and mailed directly to Palama Settlement.