

# HELPFUL TIPS FOR HIGH SCHOOL COUNSELORS



## WHEN ASSISTING YOUR STUDENTS, PLEASE KEEP THE FOLLOWING THINGS IN MIND:

- We require copies of their official college/university transcript which reflects the hours earned. All completed hours must be reflected on a college/university transcript. *We do not accept high school transcripts.*
- If your student only has AP Credit, Stars Scholarship Fund will consider all courses where a 3, 4 or 5 score is earned. We require the student's College Board Report be sent to us. Again, we do not accept high school transcripts. Make sure student notes on section 4 of application if they only have AP credit.
- We are aware that many students have yet to officially determine the university they will be attending, so when filling out the application, please have them indicate their primary option on the application.
- Once they have solidified their 2022/2023 school and it is different than what they put on application, student should submit an Application Update Request form to us. A link is provided on our home page.
- On section 3 of our application, we ask for the name of their current (2021/2022) institution. If your student is not currently enrolled, please have them list the name of the school where they completed their required undergraduate hours. This is so we can know from what school we should be expecting a transcript.
- On section 3 of our application, we ask for the name of their current (2021/2022) institution. If the student only has AP credit, have them select "AP Credit Only" in order to bypass filling out that information. If they have both dual credit and AP credit, please have them fill out the 2021/2022 school they completed their dual credit hours at and send us both their official college transcript and their College Board Report.
- Our application requires that they apply for federal aid through the FAFSA website. All applicants must apply for the 2022-2023 FAFSA and provide us with a copy of their Student Aid Report with an EFC score on it. We need all pages of their report. Note that we do not require applicants be eligible for aid or that they accept the aid offered at their school. We only require that they complete the FAFSA process and submit it to their school.
- Encourage students to enclose only the required materials. DO NOT enclose any materials not requested (Photos, resumes, letters of recommendations, copies of awards, newspaper clippings, etc. will be shredded and will not affect their application positively in any manner).
- Postmark deadline for our application is March 31, 2022. All required materials must be in the mail and stamped by the post office no later than March 31st. The online application will close on this day at 5:00pm CST.
- We communicate with all applicants via email. Please make sure the student provides a working email that they check consistently. It is best that they do not use an email associated with their high school, as we will communicate with them after they have graduated and will no longer have access to school email accounts.
- Encourage your students to visit our website at [www.StarsScholarship.org](http://www.StarsScholarship.org). We have provided additional tips and detailed information on our processes.
- **We encourage students to apply online via our website.** This will allow the student more options to send/view documents and follow the application process, however we do offer a PDF of the application on our website if the student prefers to send a hard copy.

DIGITAL IMAGES, VIDEOS AND HELPFUL LINKS AVAILABLE FOR YOU AT  
**[www.starsscholarship.org/highschool](http://www.starsscholarship.org/highschool)**

[helpdesk@starsscholarship.org](mailto:helpdesk@starsscholarship.org) | [transcripts@starsscholarship.org](mailto:transcripts@starsscholarship.org) | 956.627.1718

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