

# Tuition Assistance Application Checklist

*Use the following checklist to guide you through your Tuition Assistance Application process:*

Please Make Sure You Have:

- Provided copies of **labor-books** for every household member.
- Submitted signed and sealed **income statements** for each employed household member.
- Submitted a copy of your **passport** and copies of both **parents' passports** (all pages).
- Submitted copies of **ownership certificates** for any assets.
- Submitted a copy of your **auto registration certificate** (if applicable).
- Provided the receipts from the past 3 months of your **household utility payments**.
- Provided information on **grandparents' pensions**, including the pension amounts in the total income calculations (if grandparents are members of the household).
- Provided information on **past tuition expenses**, for yourself and/or siblings.

If applying as an **independent** student, make sure you have

- ✓ Reported **your own** information.
- ✓ Included information for **your spouse and children**, if applicable.