

## Conditional Scholarship Application Checklist

Rank	Last Name	First Name
<p>Submit the following documents to the G1 – Education Services Office. The POC is Mrs. Elymayi Woodall at <a href="mailto:ng.wa.waarnq.list.per-education@mail.mil">ng.wa.waarnq.list.per-education@mail.mil</a> and MSC S1s and subordinate unit S1/admin personnel should assist Soldiers with this process, ensuring eligibility and packet completion. The subject line of the email message should read, “Conditional Scholarship Application – Name”. Scanned .pdf documents must be legible.</p>		
_____	<b>Enclosure I:</b> Statement of Understanding & Terms of Condition with signature from Soldier and unit commander/authorized representative.	
_____	<b>Enclosure J:</b> Conditional Scholarship Application signed by Soldier and unit commander/authorized representative.	
_____	<b>Enclosure K:</b> The Promissory Note and Disclosure Statement signed by the Soldier.	
_____	<b>IRS Form W-9:</b> Tax Payer Identification and Certification.	
_____	<b>Standard Form 1199A:</b> Direct Deposit Sign-up Form.	
_____	<b>DD 4 or DA 4836:</b> Must show current enlistment or contractual obligation dates.	
_____	<b>NGB 23:</b> Retirement points statement.	
_____	<b>Memorandum:</b> Signed by CDR/1SG/Readiness NCO stating good standing in unit.	
_____	<b>DD4 or DA 4836:</b> Must show current enlistment or contractual obligation dates.	
_____	<b>Proof of Enrollment:</b> Transcripts or enrollment certification.	