**INSTRUCTIONS TO APPLICANTS**

**IMPORTANT:** Please read all application materials thoroughly before completing this application. Applications that are incomplete or unsigned will not be reviewed. **MUST BE TYPED! NEVER FAX OR EMAIL. ALL SIGNATURES MUST BE ORIGINAL. THE CIB MUST COME DIRECTLY FROM TRIBAL OFFICE. THE FINANCIAL NEEDS ANALYSIS MUST COME DIRECTLY FROM THE COLLEGE.**

1. **GENERAL INFORMATION:** CTD’s objective is to recognize and reward outstanding student achievement. This supplemental award is intended to help Native American Indian students who are \( \frac{1}{4} \) or more degree American Indian, and an enrolled member of a U.S. tribe. “U.S. Tribe” is defined as federally recognized, state recognized or terminated. All awards are based on merit, academic achievement and ambition. **Students must attend a college or university on a full-time basis, seeking a BA or higher. CTD does not fund students studying out of the country or attending non-accredited institutions, vocational, technical institutions, distance learning or online programs.** Catching the Dream scholarships are awarded for life. If you win, you will never have to apply again. However, if you are not selected for scholarship with CTD, you cannot apply again.

2. **DEADLINES:** It is the applicant's sole responsibility to meet all final deadlines of CTD. Missing material due to failure by others to meet final deadlines will cause your application not to be processed. It is the sole responsibility of the applicant to follow up and ensure that CTD receives valid documents on or before designated deadlines. **NO EXCEPTIONS TO THIS RULE**.

   **Important Deadlines:**
   - **Summer Session**
     - March 15
   - **Fall Semester / Autumn Quarter**
     - April 30
   - **Spring Semester / Winter Quarter**
     - September 15

3. **FUNDING:** Because we are a supplemental aid program, applicants are required to apply for 10 other scholarships and **all other sources** of funding for which they are eligible; this includes applying for campus-based aid. We strongly recommend that applicants look through private scholarship directories for information on over 100,000 scholarships, grants, loan and internships. Go to www.fastweb.com, www.scholarship.com and www.salliemae.com. A wide range of corporations, unions, trust funds, religious and fraternal organizations, associations, and private philanthropists can provide you with financial assistance you need to continue your education. Please use our form to list all scholarships you have applied for and fill out completely.

4. **AWARDS:** Scholarships are on a competitive basis. Awards are based on CTD’s projected income. Student that are awarded will be notified by letter as early as possible.

5. **PLEASE TYPE ALL MATERIAL SUBMITTED:** Do not staple, bind, or clip any part of the application; leave it loose leaf. Submit all documents on standard size paper (8 ½ x 11). Documents should be placed in the order as specified on page 2 of the application. Do not place labels or dividers in application packet. Use extra pages if necessary. **DO NOT LEAVE BLANK SPACES.** Failure to supply the requested information may preclude an applicant from being eligible for assistance under this program.

6. Proper completion of this application will determine your eligibility for scholarship funding. Students never funded by CTD are considered new students. Continuing students (those who are currently funded by CTD) do not have to reapply. **Instead**, go to our website at www.catchingthedream.org look for **Renewal Forms:** Follow the instructions they must be completed two weeks after the start of each semester. CTD does not place a limit on the number of terms/semesters for funding. We consider our scholarships "lifetime" awards. Therefore, it is in your best interest to make the time and the utmost effort to complete the application in its entirety.

7. **NO! Faxed or E-mail applications or documents will not be accepted.** All applications must be mailed and received in our office by the designated deadline in order to be processed.
LETTERS OF RECOMMENDATION OUTLINE

Please submit 3 letters of recommendation to CTD by the following deadline: March 15 (summer); April 30 (Fall Semester/Quarter); September 15 (Winter Quarter/Spring Semester)

2. **Letters of recommendation must be typed.** Be specific, not vague or general. Write formally and not informally. Do not ask CTD to follow up; instead, include all pertinent information in letter. **No Faxed or Emailed letters will be accepted Signatures must be original.**

3. The following areas should be addressed in the letter of recommendation:

**BACKGROUND:**

- What is your relationship to the applicant?
- How long and how well have you known the applicant?
- In what capacity have you known the applicant?
  (i.e. teacher, advisor, employer, informally, friend, etc.)

**ACCOMPLISHMENTS:**

- Academics: What types of grades, test scores, honors, and awards has the applicant received?
- What type of leadership qualities has the applicant demonstrated?
- Describe the types of extracurricular activities the applicant has been involved in.
- Service to Indians: Describe the applicant's commitment to his/her tribe and Indian community.

**POTENTIAL:**

- Has the applicant lived up to his/her potential? Explain.
- If not, what evidence can you provide to demonstrate that he/she will?

**ESSAY OUTLINE**

**INTRODUCTION:** Please introduce yourself using your full name and your tribe. Please put your name and page number on each page.

**ACADEMICS:** State your grade point average, class rank, and ACT/SAT test scores from high school. State any test scores from standardized tests such as CTBS, ITBS, LSAT, MCAT, GRE, WRAT, CAT, or Stanford. State why/how you made the grades and test scores that you did. State what grades you made in your field of interest and why. State how much time you spend studying each day or week. Describe any awards won in high school or college and their significance. List any clubs and honors and their significance. List any scholarships and how you won them. Describe any leadership positions you have held in high school or college, how you were elected and what your responsibilities were. Describe what courses you have taken to prepare you for college and your career and what you have learned so far that has inspired you. Tell us who or what inspired you to pursue your chosen field of study, and how that inspiration came to you.

**CAREER PLANS:** Explain what you plan to do after you finish college. Tell what your ultimate career goals are. Describe your personal interests and tell how they are related to your planned career. Describe your strengths and explain how they are used in your study for your planned career. Describe the requirements for the completion of your degree.

**SERVICE TO INDIANS:** Describe your plans on working with the Indian community. Tell how your work will directly benefit Indians. Tell us about your Indian heritage and what this means to you. Describe your ties to your Indian community and your experience in this community. Explain how your college education will directly contribute to your work with Indians.

**LEADERSHIP AND SCHOLARSHIPS:** Describe any elected or appointed positions in school or college and how they relate to your planned career. Describe any summer work relevant to your planned career and/or your service to Indians. Describe your membership in clubs and how it relates to your future. Describe all other sources of funds that you applied to and the results. Tell us what scholarships you have won and the amounts of funding you will receive from these scholarships. Explain what you will do if you do not receive a scholarship from Catching the Dream.

**IMPORTANT!! YOUR ESSAY MUST BE TYPED AND DOUBLE-SPACED 5 PAGES! MANDATORY YOU MUST ALSO EMAIL YOUR ESSAY TO MR. DEAN CHAVERS AT CTD4deanchavers@aol.com**
APPLICATION FORM (MUST BE TYPED)

SSN: ____________________ Term Applying for: Fall/Autumn 20____ Spring/Winter 20____ Summer 20____
Last Name: ____________________ First Name: ____________________ MI: __________ Sex: __________
Birth Date: _______________ Place of Birth: _______________ Tribe: _______________ Blood Quantum: _______________

CURRENT MAILING ADDRESS: __________________________________________________________
City: _______________ State: __________ Zip: __________
Phone: __________________ Email: __________________

PERMANENT MAILING ADDRESS: ______________________________________________________
City: _______________ State: __________ Zip: __________
Phone: __________________ Email: __________________

Currant E-mailAddress: ________________________________________________________________
Permanent E-mail Address: ______________________________________________________________

Name of College University you will attend: ____________________________________________
City: _______________ State: __________ Zip: __________ Phone Number: (_____) ____________
College Class Level: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ___ Post Graduate

Degree Objective: (circle one) BA / BBA / BS / MA / MBA / MS / MSW / JD / MD / LPN / RN / BSN / DC / DPM / DVM / DDS / DO / Ed. D. / Psy.D / Pharm.D.: __________________ Field of Study: _______________ Graduation Date: _______________

Name and location of high school attended: ____________________ Graduation Date: ______________
High school GPA on 4.0 scale: __________ High school class rank: ______ / ______ College GPA on 4.0 scale: __________
College test scores: ACT (Composite): __________ %ile: __________ SAT Verbal: __________ %ile: __________ Math: __________ %ile: __________
Other Test Name (LSAT/MCAT/MAT/GRE/etc.): ____________________ Raw Score: __________ Percentile: __________
Military Veteran: ___ Yes ___ No Branch of Service: _______________ Dates of Military Service: From _______________ to _______________
Marital Status: _______ Single ________ Married ________ Divorced ________ Widowed ________ Separated ________ Single Parent

Are you listed as a dependent on your parent’s/guardians federal tax return for the most recent tax year? ___ Yes ___ No
Number of dependent children residing with you: __________ YOU’RE CHILDREN’S NAMES AGES

Number of persons in household: __________
_____________________________ ______________________________
_____________________________ ______________________________
_____________________________ ______________________________
_____________________________ ______________________________

List courses and grades in your major field of study (Please list high school grades if you are about to enter college): Students must fill in the information on these spaces; please do not say “refer to my transcript”!

COURSE TITLE / GRADE  COURSE TITLE / GRADE  COURSE TITLE / GRADE
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Explain the relevance of the courses you have taken to your planned career: ________________________________________________________________
List all information that would give an indication of your success in your chosen field (Use additional page if necessary):

Awards/Honors earned in high school and/or college: ____________________________________________

__________________________________________

Membership/Leadership Roles: ___________________________________________________________

__________________________________________

Volunteer/Community Efforts: ___________________________________________________________

__________________________________________

List all sources of funding to which you have applied, or to which you plan to apply. (Use additional page for your sources):

**DOCUMENTATION:** The following documents are required by CTD for the review process. **It is the sole responsibility of the student to have all required documents submitted to CTD by the final deadlines.**

A. **Financial Needs Analysis.** Your Financial Aid Officer will submit original to CTD when completed for the semester.

B. A copy of the IRS 1040 Federal Tax Return (student’s or parent’s) for the previous year.

C. Certificate of Indian Blood (CIB) [Proof of your enrollment with a federally recognized, state recognized, or terminated American Indian tribe. [**CIB must show your blood quantum.**] Student must be ¼ or more to qualify – no exceptions! Additionally, cannot combine tribal affiliation to meet the ¼ requirement.

D. Copies of applications and responses for all other sources of funding for which you are eligible; this includes applying for campus-based aid. Scholarships can be located over the Internet, scholarship directories, your community and college. The best website on the Internet is www.fastweb.com, www.scholarship.com and www.Salliemae.com. We will accept your Ten (10) scholarships on our form which is also attached, please complete all information.

E. An essay explaining your goals in life, college plans, career plans. Must be 5 pages. **Be thorough!** See outline.

F. Three (3) letters of recommendation (LOR). Writers of LOR should submit letters directly to CTD and/or in a sealed envelope with your application packet.

G. Official Transcripts to be sent by the school: 1. final high school transcript. 2. Undergraduates must also submit transcripts for previous college work completed. 3. Graduates must also submit undergraduate transcripts.

H. A copy of Standardized Test Scores (ACT/SAT/GRE/MCAT/LSAT, etc.). **Must have test scores and percentiles!**

I. DD 214 Form (for military personnel only).

J. Copy of Letter of Admission from an accredited college/university, or graduate school and degree program in the U.S.

K. Color photograph of good quality (2X3) of head and shoulders, as CTD uses the photos of students in our annual report, publications, and reports to our donors, so they will be familiar with the students they are helping to fund. We would prefer a formal photograph, such as a graduation picture. **PLEASE DO NOT SEND PHOTOGRAPHS WITH OTHER PEOPLE IN THE PHOTOGRAPH AND NO COPIES.**
PLEASE NOTE: If students are missing any documents from the application packet, you will receive a phone call or an e-mail instructing the student what documents should be forwarded to CTD with a deadline to have the documents back in the office. Failure to supply missing documentation will preclude an applicant from being eligible for assistance.

MANDATORY--YOU MUST READ THIS.

CERTIFICATION: I hereby certify that information on this application is true, correct and complete to the best of my knowledge. I consent to the release of this information to other agencies and persons necessary to determine my eligibility. I understand that any scholarship awarded to me will be disbursed as money becomes available to Catching the Dream (CTD). I also understand that I will be included in the CTD Directory of Graduates, and that my name, address, and phone number may be released for other possible scholarship sources, job prospects and opportunities related to my education and/or career. I also understand that CTD may release my name and photograph in any news releases and/or publications. If awarded a scholarship from Catching the Dream, I agree to comply with all rules applicable to the award.

Student’s Signature __________________________ Date __________________________ Parent’s Signature (if student is under 18 years)

I certify that I have read and complied with the instructions in "How to Find and Win Scholarships." __________________________

(Signature)

My list of scholarships is attached.

I certify that I have read the Essay Outline in the application packet and have followed its instructions. __________________________

(Signature)

Return completed application to: Catching the Dream,

8200 Mountain Road, N.E., Suite 103, Albuquerque, New Mexico 87110
PART I: STUDENT

To be considered for a CTD scholarship, you must be an enrolled member and possess ¼ degree or more American Indian blood from a federally recognized, state recognized, or terminated U.S. Tribe. It must state the exact blood quantum on this certificate. **There are no exceptions to this rule!**

Upon completion of Part I, send form to your tribal enrollment office or Bureau of Indian Affairs Agency. A CIB received directly from the tribal or BIA office is verification that the form was officially completed. **A CIB submitted by the applicant is not valid.** No Faxed or emailed documents will be accepted, **all signatures must be original**

SSN: _______________________________ Maiden Name: _______________________________

Last Name: _________________________ First Name: _________________________ MI: _________________________

Date of Birth: _________________________ Place of Birth: _________________________ Sex: _________________________

Mother’s Maiden Name: _________________________ Father’s Name: _________________________

Current Mailing Address: _______________________________________________________________

City: _________________________ State: _________________________ Zip: _________________________

“I hereby authorize the release of tribal information relating to my tribal enrollment to Catching the Dream for use in obtaining a scholarship."

Applicant’s Signature _________________________ Date _________________________

PART II: TRIBAL / BIA ENROLLMENT OFFICER

Students applying for a scholarship from Catching the Dream must provide an official **Certificate of Indian Blood.** We are requesting verification of tribal affiliation from your office. Please complete and forward this document directly to CTD as soon as possible. This form is considered official if completed by a tribal or BIA enrollment officer. **The Certificate of Indian Blood cannot be faxed to meet deadlines.** This certificate must state the **exact blood quantum of the students. NO EXCEPTIONS.**

Tribe: _________________________ Degree of Indian Blood: _________________________

Census/Enrollment No.: _________________________ Is applicant an enrolled member? Yes or No __________

Is this U.S. Tribe: _____ Federally recognized? _____ State Recognized? _____ Terminated?

Comments: _____________________________________________________________________

Signature: _________________________ Date: _________________________

Title: _________________________ Business Phone No.: _________________________

PLEASE MAIL THIS FORM DIRECTLY TO ADDRESS BELOW!
Catching The Dream: 8200 Mountain Road N.E., Suite 103, Albuquerque, N.M. 87110
(505) 262-2351
**PART 1: TO BE COMPLETED BY THE STUDENT**  
(Send form to college/university financial aid office for completion, do not fax or email  
signatures must be original)

- **Student Name:** ___________________________  
- **Soc. Sec. No.:** ___________________________

- **Address:** __________________________________________________________

- **City:**_____________________________ **State:**_________ **Zip:**_________

- **College / University:** ___________________________  
- **Major:** ___________________________

- **Funding Request For:**  Fall 20____ Spring 20____ Summer 20____  
- **Full or part time?** ___________________________

I hereby give permission to Catching The Dream to request and receive any information on my financial aid status and academic progress. I understand that I must apply to all federal, state, private, and institutional aid before being considered for CTD aid. I also understand that I am responsible for seeing that this form reaches the CTD by the deadline dates.

- **Student Signature:** ___________________________  
- **Date:** ___________________________

**PART 2: TO BE COMPLETED BY THE FINANCIAL AID OFFICER**

Return to: Catching The Dream  
8200 Mountain Road N.E., Suite 103  
Albuquerque, N.M. 87110  
(505) 262-2351

- **College Name:** ___________________________  
- **Address:** __________________________________________________________

- **City:**_____________________________ **State:**_________ **Zip:**_________

**EXPENSES:**  
- **Tuition & Fees** $_________  
- **Books & Supplies** $_________  
- **Room & Board** $_________  
- **Transportation** $_________  
- **Personal** $_________  
- **Other (Specify)** $_________

**TOTAL EXPENSES:** $_________

**RESOURCES:**  
- **EFC** $_________  
- **Private Scholarships** $_________  
- **BIA Scholarship** $_________  
- **Tribal Scholarship** $_________  
- **Grants (PELL, etc.)** $_________  
- **Loans (Perkins, etc.)** $_________  
- **Work Study** $_________  
- **Veteran’s benefits** $_________  
- **Other (Specify)** $_________

**TOTAL RESOURCES:** $_________

Has student been suspended from financial aid for failure to maintain satisfactory progress? Yes or No  
If yes, when? ___________________________  
Has student applied for financial aid? Yes or No  
Print name of person completing form: ___________________________  
Signature of person completing form: ___________________________

- **Title:** ___________________________  
- **Phone No.:**_____________________

Date: ___________________________
SCHOLARSHIP SEARCH RECORD

NOTE: (10) Scholarships : (All information must be on this form in order to be considered complete).

<table>
<thead>
<tr>
<th>NAME OF SCHOLARSHIP</th>
<th>Address/Email</th>
<th>Due Date</th>
<th>Amount</th>
<th>First Date of Contact</th>
<th>Second Date of Contact</th>
<th>Results/Awarded Pending/Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>