



NRAEF Student Scholarships Online Application Checklist

Prior to launching the scholarship application, please review the checklist below to ensure you meet the requirements and have all the necessary information and materials.

All Applicants

- ☐ I am a U.S. citizen or permanent resident
- ☐ I plan to use the scholarship in a foodservice-related program at an accredited college or university
- ☐ I am applying for:
 - ☐ First-time Freshman Scholarship
 - ☐ Undergraduate Scholarship
 - ☐ Al Schuman Ecolab Scholarship
 - ☐ GRI/Giacomo Bologna Scholarship
- ☐ I am enrolled or plan to enroll as a full-time or substantial part-time student taking a minimum of 9 credit hours each term
- ☐ I plan to be enrolled for at least the two upcoming consecutive semesters
- ☐ I have not received an NRAEF scholarship this calendar year
- ☐ I have the following materials ready:
 - ☐ Personal contact information
 - ☐ Listing of ProStart and ManageFirst certificates I've earned
 - ☐ Current school information
 - ☐ Contact information
 - ☐ School type (high school, 2-year, 4-year, public, private)
 - ☐ Graduation date
 - ☐ Cumulative GPA
 - ☐ Degree sought
 - ☐ Financial aid office contact information
 - ☐ Expenses for one academic year
 - ☐ A transcript from your current institution (unofficial copies are acceptable; report cards are not) or a copy of your GED certificate that shows your score
 - ☐ May be emailed in – instructions in online application
 - ☐ Career interests

- ☐ Verification of work experience. Work experience can include any paid employment, volunteer experiences, community service hours, or kitchen/lab experience as part of your education. You will be judged on the work hours that are verified by the following documents. No other documents will be accepted.
 - Copy of your last paycheck stub from each employer listed in your application. Please do **not** send copies of W-2 forms; they are not proof of hours worked.
 - **OR** a letter from your employer, supervisor, or educator on company or school letterhead that lists the total number of hours you worked.
- ☐ List of academic honors I've earned
- ☐ List of offices and leadership positions I've held
- ☐ List of NRAEF scholarships I've earned
- ☐ List of extracurricular activities I've participated in or awards I've won
- ☐ Letters of recommendation (2 letters) from current or previous employers or educators in the restaurant industry. The letters must be on company or school letterhead or on the [NRAEF Recommendation Form](#).
 - May be emailed in directly by recommender – instructions in online application
- ☐ [Essay answers](#) to copy and paste into online application
- ☐ If under 18, my parent/guardian is available to provide their online consent

First-Time Freshmen & Transfer Students

- ☐ Information for school the scholarship will be paid to
 - ☐ Contact information
 - ☐ School type (high school, 2-year, 4-year, public, private)
 - ☐ Enrollment date
 - ☐ Graduation date
 - ☐ Cumulative GPA
 - ☐ Degree sought
 - ☐ Financial aid office contact information
 - ☐ Expenses for one academic year
- ☐ Proof of enrollment - examples can include copies of your class schedule, your tuition bill, or an enrollment letter confirming your start date