



## COUNSELOR CHECKLIST

### FOR THE 2016 MAMORU AND AIKO TAKITANI SCHOLARSHIP PROGRAM

Please submit your student's completed application materials no later than **Thursday, February 11, 2016** to the Mamoru and Aiko Takitani Foundation, Inc., P.O. Box 10687, Honolulu, Hawaii, 96816-0687.

Dear Counselor/Senior Class Advisor,

Please use the checklist below to ensure that your student's application is complete, compile your enclosures in the order of this checklist, **single-sided, with no staples** and submit all materials to the Foundation as soon as you have selected a candidate, but no later than **Thursday, February 11, 2016**. Please observe this deadline. Late or incomplete submissions prevent your candidate from receiving needed and well-deserved scholarships. Your packet should include:

- \_\_\_\_\_ 1. A signed Principal/Headmaster Verification Form, complete with the **total number of students enrolled at your school in grades 9-12** as of the Fall semester, 2015. This form can **only** be found in the electronic application packet sent to your principal/headmaster by the DOE/H AIS/HCS.
- \_\_\_\_\_ 2. A copy of your student's Free Application for Federal Student Aid (FAFSA) **Student Acknowledgement Report (SAR)**. If the SAR is not available at time of mailing, please submit the page of your student's FAFSA application that indicates an estimated family contribution (EFC).
- \_\_\_\_\_ 3. The first page of the Federal Income Tax Return (Form 1040) for 2014 or 2015 for your student's parents or guardian. All social security numbers should be blackened for privacy and security.
- \_\_\_\_\_ 4. A copy of your student's official SAT or ACT score report.
- \_\_\_\_\_ 5. A copy of your student's official school transcript.
- \_\_\_\_\_ 6. A completed 2016 Scholarship Application from your student (6 pages).
- \_\_\_\_\_ 7. A written recommendation from a faculty member of your school with cover sheet.
- \_\_\_\_\_ 8. A written recommendation from a community leader not associated with your school with cover sheet.
- \_\_\_\_\_ 9. Two (2) wallet-size pictures of your student with his/her name and the name of your school on the back of each photograph (these will not be returned).

Thank you for your support of the Mamoru and Aiko Takitani Foundation Scholarship Program.  
We look forward to reviewing your student's application.

The Mamoru and Aiko Foundation Scholarship Committee