All students applying for scholarship admission to Summer Academic Programs at Carleton College MUST submit:

A completed online application form.
Background information, short essay answers, and completed certification and review of the student’s application.

A copy of recent high school transcripts.
- Transcripts can be either official (mailed directly to the Summer Academic Programs Office from the school counselor) or unofficial (uploaded to the online application or mailed to the Summer Academic Programs Office).
- Transcripts must begin with grade 9 (freshman year), include Fall term grades, and include a list of courses the student is currently taking.
- Transcripts must include course titles and grades earned.
- Please do not submit printouts or screenshots from online grade viewers.

Three Recommendation Letters.
- As a part of the scholarship application, the student will be asked to provide contact information for three references. Once they have entered in the contact information and completed the recommendation section of the online application their references will be emailed a link for submitting the recommendation letter.
- 2 completed recommendations are required for the scholarship application to be considered complete. However, we strongly recommend that students follow up with all of your recommenders to ensure that all 3 recommendations are turned in before the deadline. All recommendation letters submitted are reviewed by the admissions committee.
- Recommendations are the student’s responsibility. Some recommendation request forms get lost in junk or spam folders; they should confirm references received and completed the form. If the link expires the student can send them an updated link, through their dashboard, once they have certified and submitted their application.
- PLEASE CHOOSE ONLY REFERENCES WHO CAN SPEAK TO THE STUDENT’S ACADEMIC ABILITIES!

Optional items all applicants can include with their applications (NOT REQUIRED):
An unofficial copy of their PLAN/ACT and/or PSAT/SAT scores

*SCHOLARSHIP APPLICANTS DO NOT NEED TO SUBMIT A $500 DEPOSIT WITH THEIR APPLICATION.*
NEED-BASED SCHOLARSHIPS ONLY
1. To be considered for financial-need based aid, parent(s) and/or legal guardian(s) must submit their 1040 Federal Income Tax Statement Forms from the previous 3 years. If the parents are divorced, please include statements for both parents. We do not need any schedules, just the 1040 for each of the past three years.
2. If the parent/guardian has not yet filed for the current year, please send the 3 most current years. Students can update the application by sending us the current year once they have completed their taxes.
   - Remember to BLACK OUT ALL SOCIAL SECURITY NUMBERS!
3. IF RELEVANT, students applying for financial-need based aid MAY submit:
   - Documentation verifying Social Security benefits.
   - Documentation verifying unreimbursed Medical Expenses.
   - Documentation verifying student eligibility for Free and Reduced Price School Meals.
   - A brief paragraph written by parent/guardian describing any extenuating financial circumstances.
4. If the student does not want to be considered for need-based aid, they do not need to submit this documentation.

MERIT-BASED SCHOLARSHIPS ONLY
The Summer Academic Programs Office has a limited number of scholarships awarded based on academic merit alone. As part of the application, students will be able to indicate that they will not be submitting any financial information and only wish to be considered for merit-based scholarships. While NOT REQUIRED, submitting an unofficial copy of your PLAN/ACT and/or PSAT/SAT scores is strongly recommended for scholarship applicants who only wish to be considered for merit-based aid.

SUBMITTING YOUR DOCUMENTS TO THE SUMMER ACADEMIC PROGRAMS OFFICE
Students can submit their documents by:
- **Uploading an electronic copy to their online application.**
  - This is the fastest and most efficient way to submit materials.
  - Students can upload within the application or on the online dashboard once the application has been submitted.
- **Faxing a copy to the Summer Academic Programs Office (507-222-4540)**
  - Be sure to include full, legal first and last names to ensure the documents are attached to the correct application!
- **Emailing a copy to summer@carleton.edu**
- **Mailing a copy to the Summer Academic Programs Office at:**
  - Summer Academic Programs
  - Carleton College
  - One North College Street
  - Northfield, MN 55057

Be sure to include full, legal first and last names to ensure the documents are attached to the correct application!

If you have questions about submitting application materials or if you are experiencing any difficulties, please contact us at:
Email: summer@carleton.edu
Phone: 866-767-2275