

## AIRMEN MEMORIAL FOUNDATION

5211 Auth Road, Suitland, Maryland 20746 | 800-638-0594x288



### Instructions for Completing The AMF/CMSAF/AFSA Scholarship Application

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*Note: This form must be signed and submitted WITH the application package.*

1. Complete sections A-H of the fillable PDF scholarship application.
2. Sign and date application upon completion. Do not forget to include the last four numbers of your social security number (SSN) or your collegiate identification number, otherwise funds cannot be processed to the school.
3. Enclose **ONE** of the following (sponsor's proof of service, copy of the sponsor's DD 214, copy of sponsor's discharge papers). Include it with the application package. Do **NOT** send original documents because documents submitted will not be returned. Make sure you blackout the social security number on your sponsor's military identification cards.
4. High school graduates and college transfer students must include a copy of the letter of acceptance to the college of their choice.
5. All applicants must include an **official transcript** of their grades. High school graduates must include all grades from 9th-12th grades. College students must include cumulative record(s) of grades while attending an undergraduate program. If applicant has transferred schools, transcript(s) from previous school(s) **MUST** be included. The unweighted (4.0 scale) cumulative GPA must be **3.5 or higher**.  
**NOTE:** *If your school uses a weighted GPA scale, it is the applicant's responsibility to have the weighted GPA converted to a 4.0 unweighted GPA. Packets received with a weighted GPA will not be eligible.*
6. All applicants must include a letter of recommendation. If the applicant is a high school graduate, the letter must be written by the school's principal or a high school counselor. If the applicant is currently a college student, the letter must be written by a college professor, or if the applicant is a first-year college student, the letter may be written by the applicant's high school principal. The letter must be on official school stationary with an **ORIGINAL** signature.
7. The applicants must include a double-spaced, typed paragraph stating their life's objectives, answering the question, *"What do you plan to do with the education you receive?"*
8. The applicant must include a typed, double-spaced one-page essay stating their opinion in answer to the question, *"What is the most urgent problem facing society today?"*

9. Include in the application package, a typed, double-spaced two-page essay about a current, controversial issue.
10. If applicable, include a completed “Additional Information” page, citing exceptional need for a scholarship.
11. Include **two self-addressed, stamped, blank postcards**. One will be sent to the applicant acknowledging receipt of package; the other will be sent notifying the applicant of non-selection. Persons selected for scholarships will be notified by mail and will be listed in the AFSA SERGEANTS magazine.
12. **You must sign these instructions and attach it to your application.** You can download these instructions and the required application (see below). **AFTER JANUARY 1**, mail the completed scholarship application package and all required materials to:  
AFSA/CMSAF/AMF Scholarship Program  
5211 Auth Road  
Suitland, Maryland 20746
13. The completed application package must reach AFSA Headquarters no later than MARCH 3 for the coming academic year.
14. If you have any questions regarding the program or application process, please call the AMF Headquarters at 1-800-638-0594, ext. 288.

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**[ ] YES! I have reviewed the instructions and verify that all information is accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date