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***Seabee Memorial Scholarship Association***

***Frequently Asked Questions***

***What selection criteria are used to select recipients?***

*Scholarship selections are made on the basis of financial need, scholastic record, leadership, good citizenship and character.*

**What are the Seabee/CEC Sponsor requirements for applicants?**

To apply for a scholarship, students must be *Children, step-children and grandchildren of any officer or enlisted member who serve or have served with the Naval Construction Force (Seabees) or the Navy Civil Engineer Corps (CEC).*

**Are step-children eligible to apply?**

Yes! Step-children may be required to provide additional documentation to show proof of relationship to their qualifying military parent (typically a tax document or a marriage certificate).

**Can I still apply for the SMSA scholarship if I’m receiving VA and/or GI Bill benefits?**

Yes! Our scholarship can be used in addition to any other benefits you may be receiving.

**How do I apply?**

Applications are accepted from January 1 through April 15. Learn more at www.seabee.org/apply.

**Required Documentation**

**What documents are required for the application?**

1. [**TRANSCRIPT**](https://www.mcsf.org/apply/faqs/#transcript)**:**Your transcript must be dated after January 1, 2018 and show your full name, school’s name, and a cumulative, unweighted GPA on a 4.00 scale.
2. [**2017 FEDERAL TAX RETURN**](https://www.mcsf.org/apply/faqs/#tax-document)**:** The first **two** pages of the 2017 Federal Tax Return (or 2016 if 2017 hasn’t been filed) you are claimed on **OR** the Statement of Non-filing of a Federal Tax Return AY 2018-19 form.
3. [**QUALIFYING MILITARY PARENT SERVICE DOCUMENTATION**](https://www.mcsf.org/apply/faqs/#military-document)**:** Click here to learn more about the document you’ll need to provide.

**You may also have to provide an additional document:**

**If applying as a grandchild:**submit an **Association Document** (roster list, membership card, or copy of newsletter with their name and address) showing your grandparent is a member of the association for which you are applying.

**If your parent was medically retired from the military:** submit the documentation assigning your qualifying military parent to the **Permanent Disability Retired List (PDRL)**.

**If YOU served in the US Armed Forces:**you’ll have to submit your own military document (DD214 Member-4 version) or Statement of Service in addition to your parent’s military document. Your character of service must also be “honorable.” No other character of service is accepted.

**I’m a renewal applicant who was awarded last year. What documents are required for the application process?**

**TRANSCRIPT:** Your transcript must be dated after January 1, 2018 and show your full name, your school’s name, and a cumulative, unweighted GPA on a 4.00 scale.

**2017 FEDERAL TAX RETURN:** The first two pages of the 2017 Federal Tax Return (or 2016 if 2017 hasn’t been filed) you’re claimed on **OR** the Statement of Non-filing of a Federal Tax Return AY 2018-19 form.

**I was previously awarded a scholarship. Do I need to apply again?**

Yes. You’re eligible for up to four paid awards but are required to re-apply and meet eligibility each year. The renewal application is simple and doesn’t take too long to complete.

You’re not required to be awarded in consecutive years, but if you weren’t awarded in the 2017-18 academic year, then you’ll need to complete the application process as a first-time student.

**I won’t be able to get my official transcript by the application deadline. What can I do?**

You can provide an **unofficial** transcript; it **must be dated after January 1, 2018**and include:

* Your completed fall 2017 grades
* Your full name (first & last)
* Name of your school
* Cumulative, unweighted GPA on a 4.0 scale

**GED recipients:** provide a copy of your GED if you haven’t attended college or career training since earning your GED.

**What tax forms are accepted?**

The first two pages of the 2017 federal tax return (or 2016 if 2017 hasn’t been filed) you are claimed on.

**Even if you file your own taxes, you may still have to provide your parent’s taxes.** Check out the next question to determine which document we’ll need.

You’re not required to provide the taxes for your qualifying military parent unless that’s the parent that claims you.

**Acceptable federal tax forms are:**

* Federal (US) 1040 – submit first two pages\*
* Federal (US) 1040A – submit first two pages\*
* Federal (US) 1040EZ – acceptable for independent students only

\*You’ll need to submit the first two pages of the IRS form itself (not necessarily the first two pages of the document that you have if you use a tax preparer). Page 1 should have your full name listed as a dependent and the tax filer’s Adjusted Gross Income (AGI) and page 2 should have the tax filer’s signature so that we can verify that the document is authentic.

**Unacceptable tax forms include:**

* Summary pages
* Form 1040-ES
* Form 1040-X

The general IRS site for all forms is: [http://www.irs.gov](http://www.irs.gov/)

**Military Service Documentation**

If your parent is no longer serving in the Marine Corps or Navy:  **DD214 (Member-4)** form.

If your parent is currently on active duty or is a drilling reservist:  **Statement of Service** (dated within 90 days of March 1, 2018).

If your parent was killed in action, killed in service, or killed in training: **Report of Casualty DD Form 1300**

**What is a DD214 (Member-4 version) form?**

This document was provided to your parent upon discharge from the military and should be used if your parent is no longer serving in the Marine Corps or Navy.

The **Character of Service** on the DD214 must read: **HONORABLE**. Read the next question to find where this is located on the DD214.

The following **CANNOT** be accepted in place of a DD214 Member-4: Honorable Discharge Certificate, DD214 Member-1 forms (or short forms), DD214s that don’t indicate “Character of Service,” letters from Veterans’ Affairs, disability documents, duty orders, or military IDs.

If your parent cannot locate the DD214 (member 4-version)

Your parent will need to obtain their military record at [www.archives.gov/veterans](http://www.archives.gov/veterans). It can take up to several months to obtain this information, so plan accordingly.

My parent is currently on active duty or is a drilling reservist. What kind of service proof do you require?

If your parent is still on Active Duty or is a drilling Reservist you’ll need to submit their **Statement of Service**.  The Statement of Service must be on official letterhead and signed by the Adjutant, Personnel Officer, Executive Officer, or Commanding Officer of your parent’s current unit and **dated within 90 days of March 1, 2018**.

The following documents **CANNOT** be accepted in lieu of the Statement of Service: duty orders, military IDs, Honorable Discharge Certificate, DD214 forms, letters from Veterans Affairs, or disability documents.

What service document do you require if my parent was killed in action, liked in service or killed in training?

You’ll need to provide the Report of Casualty DD Form 1300.

**How do I apply for a Fallen Seabee Scholarship?**

*Fallen Seabee Scholarships are available to the dependent children of Seabees killed in action since 2001. Fallen Seabee Scholarship applications should use the application form found on the Seabee Memorial Scholarship Association website, www.seabee.org. Please identify the sponsor (Part II, block 7) as a “Fallen Seabee.“* Additionally, a **Report of Casualty DD Form 1300 must also be submitted.**

**What happens if I don’t get selected?**

*The scholarship committee typically meets in the first few weeks of May. They will review every application and make selections on the basis of financial need, scholastic record, leadership, good citizenship and character. Those who are not selected will receive a letter by mid-June. If an applicant does not receive any notification by mid-June, they can contact the SMSA administrator at (703) 690- 7672 or e-mail at smsa@seabee.org. It is important that all applications have clear and legible contact information. Applicant should be aware that they may still be selected as an alternate scholarship recipient if an original recipient is unable to complete their scholarship.*

**What happens if I get selected?**

*The selectees receive a call or an e-mail within a few days after the selection committee meeting. The selection committee typically meets in the first few weeks of May. A detailed letter will then be sent to all selectees with further information, so it’s important that all applications have clear and legible contact information.*

**If I don’t get selected for a scholarship, can I re-apply next year?**

*Absolutely! Eligible upper class students (entering sophomore, junior, or senior year) may apply as an alternate for a limited number of scholarships vacated by the original recipient. Please remember to ensure that you satisfy the eligibility requirements.*

*Additional questions may be answered by emailing* *Scholarship@seabee.org**.*