**Minnesota Education and Training Voucher Program**

 **Application Preparation Checklist**

Students do the following tasks before opening the ETV application to make sure they submit a complete application. A complete application is the application/budget filled out and documents attached.

**\_\_\_Confirmed eligibility to apply for the ETV program.**

**\_\_\_Submitted a Free Application for Federal Student Aid (**[**FAFSA**](https://fafsa.ed.gov/)**)** after Jan. 1 for federal and state financial aid, grants, work-study and loans. The FAFSA is sent to the student’s college to develop their financial aid award letter. [Minnesota College Goal](http://minnesotacollegegoal.org/) offers workshops to help students complete the FAFSA application.

**\_\_\_Know the cost of college.**

* **Reviewed the** [**ETV Expense Guidelines**](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5339B-ENG) for what ETV funds cover.
* **Created a college** [**budget**](https://www.cicmoney101.org/Calculators/Budget-Worksheets/Traditional-College-Student.aspx) to identify all college expenses and develop a plan to pay for those not covered by financial aid and ETV funds.

**\_\_\_Applied for scholarships** in addition to the FAFSA and ETV to pay for expenses not covered by financial aid and ETVs, and to avoid taking out loans. Review the Minnesota Office of Higher Education [paying for college website.](http://www.ohe.state.mn.us/mPg.cfm?pageID=888)

**\_\_\_Confirmed state ward status and requested a** [**tuition waiver**](http://www.mnscu.edu/board/procedure/512p2.html)**.** Students are eligible for a tuition waiver if they are under state or tribal guardianship at age 18, under age 21, and accepted into a Minnesota State Colleges and Universities system post-secondary school. Contact your college to request a waiver and ask what documentation is needed, such as a court order or letter from your social worker.

**\_\_\_Obtained the required documents.** The following documents must be attached to applications in a format that ETV staff can open/read. Financial aid award letters are sent to students from their college, and are not the FAFSA or Student Aid Report (SAR).

* **First time applicants:** College acceptance and financial aid award letters and class schedule.
* **Renewal applicants:** College acceptance letter if students changed school since their last ETV applications, financial aid award letter, class schedule, and transcripts from last school year completed. The transcripts must include the cumulative grade point average and number of credits earned since starting post-secondary education.

**\_\_\_Answered the application essay questions:**

* **First time applicants**: Why do you want to go to college? What are your career goals? Who are supportive people in your life? How can the ETV program support you?
* **Renewal applicants:** Describe your last year of college, including academic performance, changes and accomplishments or difficulties. Who are supportive people in your life? How have they supported you during the last year? How can the ETV program continue to support you?

**\_\_\_Opened, completed and submitted the** [**ETV application**](https://edocs.dhs.state.mn.us/lfserver/Secure/DHS-5339-ENG).

**Questions:** Contact Jill Von Holtum, Minnesota Department of Human Services ETV program coordinator, 651-431-4663 or Dhs.Etvcoordinator@state.mn.us.