

# ABFSE Undergraduate Scholarship Application

## Additional Requirements Instructions

After you have completed the online ABFSE Undergraduate Scholarship Application form, you will receive an email confirmation. Please print out a copy of the confirmation and mail it along with the additional items listed below.

Use the following checklist to assist you in collecting the additional information required to complete your scholarship application. (Faxes will not be accepted).





Mail to:

**Scholarship Committee**  
**American Board of Funeral Service Education**  
 3414 Ashland Avenue, Suite G  
 St. Joseph, MO 64506

## Additional Requirements Checklist

	Form Section	Required Attachment
<input type="checkbox"/>		<p><b>Email Confirmation</b>                      Provide us with a printed copy of the email confirmation you receive after submitting the online application form.</p>
<input type="checkbox"/>	D.	<p><b>Spouse Information</b>                      If your spouse files a separate tax return, you must provide a photocopy of page 1 of their last year's tax return.</p>
<input type="checkbox"/>	I.	<p><b>Personal Essay</b>                      Submit a written document (typed presentation). This "essay" is extremely important as it should address your decision and choice to pursue a funeral service education. Please also include significant experiences and special people that have had an impact on this decision.</p> <p>As it is often the policy of scholarship sponsors to issue press releases for the recipients of the scholarships they award, please provide us with a media contact (newspaper) for your city of residence.</p>
<input type="checkbox"/>	J.	<p><b>Letter of Recommendation</b>  <b>Typed and signed</b> letter(s) of recommendation should be sent directly to the ABFSE office by the author, not forwarded by the applicant. Letter(s) should be from someone <b>other than a faculty member or mortuary college official, family member or friend on appropriate LETTERHEAD. Unsigned and/or letters on paper other than letterhead will not be accepted.</b></p>
<input type="checkbox"/>	K.	<p><b>College Transcripts</b>                      Submit <b>OFFICIAL</b> transcript(s) for the Funeral Service/Mortuary Program Transcripts you have attended (copies will not be accepted). Only Funeral Service/Mortuary Program transcripts are required. Non-Funeral Service/Mortuary Program transcripts will not be accepted. At least one of the transcripts must indicate that you have completed at least one complete term of study in funeral service or mortuary science.</p>

	<p>L.</p>	<p><b>Enrollment Verification</b></p> <p>The Director of the applicant's Funeral Service/Mortuary Program must send a letter to the ABFSE office verifying actual enrollment in the program and anticipated graduation date.</p>
	<p>M.</p>	<p><b>Federal Tax Form 1040 and FAFSA</b> [if applicable]</p> <p>a) If you <b>are a dependent</b> on your parents' 1040, submit a copy of page one of their last year's tax return. (OR)</p> <p>b) If you <b>are not a dependent</b> on your parents' 1040, submit a copy of page one of your last year's tax return.</p> <p>c) If you receive <b>Federal Financial Aid</b> in assisting in the payment of your education, submit a copy of the FAFSA form. <i>The 1040 tax form (personal or if claimed as a dependent) is still required.</i></p>

**NOTE: Your Application will not be eligible for consideration until we receive your package of additional items**

If you have any questions regarding your application, please email us at [scholarships@abfse.org](mailto:scholarships@abfse.org)