

Caldwell Community College and Technical Institute
Foundation
Scholarship Application Documents

When applying for CCC&TI Foundation Scholarships, you will be asked to include additional documents with the completed application.

- College transcript **OR** high school transcript for new students
- Financial Aid Award letter **OR** Student Aid Report

College Transcript

If you've already completed at least one semester at CCC&TI, you can get your most recent unofficial transcript easily through WebAdvisor.

1. Login to WebAdvisor from the CCC&TI homepage.
2. Click on the "Students" tab on the right side of the screen.
3. Under the "Academic Profile" section, click "Transcripts."
4. Click the down arrow next to subject bar to choose Transcript Type.
 - a. AHS = Adult High School Transcript
 - b. CE = Continuing Education Transcript
 - c. CU = Curriculum Transcript (**This is most likely the correct option.**)
5. Click "Submit."
6. Print this screen.

High School Transcript

If you're an incoming student or in your first semester at CCC&TI, you'll need your high school transcript. An unofficial copy from CCC&TI records works fine. Simply go to records window on the first floor of F-building and ask for a **CCC&TI Transcript Request** form.

Fill out the "Student Information" Section, then look beneath the "Transcripts" section for the "Records" section. Check the box for "Other" and write the name of the high school and the word "transcript." Allow 24 hours for your request to be processed and your document to be printed. Pick the transcript up at the records window.

Financial Aid Award Letter

This will come in the form of a **FAFSA Letter of Award**, and it's available through WebAdvisor. The steps are simple:

1. Login to WebAdvisor from the CCC&TI homepage.
2. Click on the "Students" tab on the right side of the screen.
3. Under the "Financial Aid" section, click on the link for "Financial Aid Award Letter."
4. Print the document.

Student Aid Report

If an award letter hasn't been issued yet, you'll need your **Student Aid Report (SAR)** from fafsa.gov. Log in using the same username and password you used when you filled out your FAFSA. Your username is the email you chose. If you forgot your password, it can be reset using that email. You can also call 1-800-4-FED-AID* and request your SAR through the mail, but this will take 10-14 days.

*For the hearing impaired, there is TTY available at 1-800-433-3243