GPA CERTIFICATION FORM
2014-2015
Scholarship Programs

HISPANIC SCHOLARSHIP FUND

PART #1 - TO BE COMPLETED BY STUDENT

This form is required from students whose transcripts <u>do not</u> report or display a GPA on a 4.00 scale. Your academic counselor, registrar or other school official must sign this form, verifying your **GPA on a 4.00 scale.** If your school does not use a 4.00 scale, please ask a school official to **convert your GPA to a 4.00 scale**. Please complete the information below and sign and date the release of information section. Ask your school official to complete the remainder of the form and **return it to you.** Scan this completed document with your transcript as **one file** then **upload it** to your student account. Documents submitted by mail, email or FAX will not be accepted.

Student's Full Name: _____

Applicant ID Number: _____

Institution Name: _____

Institution City, State: _____

RELEASE OF INFORMATION

I grant permission to release all information regarding GPA Certification or other application-relevant concerns to the scholarship grantors of the scholarship program, as deemed necessary by the Hispanic Scholarship Fund. I also authorize the scholarship grantors to share this information for the purposes of recruitment, public relations, possible employment, or any other related activity.

Applicant Signature: _____ **Date:** _____

PART #2 - TO BE COMPLETED BY SCHOOL OFFICIAL

CERTIFICATION OF *CUMULATIVE* GPA ON A *4.00 SCALE*

CONVERT ANY GRADES WITH EXTRA WEIGHTING TO A **4.00 SCALE.**
CALCULATE THE STUDENT'S CUMULATIVE GPA *BETWEEN 0.00 AND 4.00.*
==DO NOT REPORT THE GPA ABOVE 4.00.==

I certify that the above named student's **CUMULATIVE GPA** ON A **4.00 SCALE** is: [_____] ①

_____   _____
School Official's Full Name   School Official's Email Address

                                     (_____)
_____   _____
School Official's Title   Telephone Number

② _____   _____
Signature of Authorized Official   Today's Date

③ **(Affix School Stamp or Official Seal Here)**

Did you remember to:

① Report the cumulative GPA on a 4.00 scale?

② Sign the document?

③ Authenticate this document with a School Stamp or an Official Seal?

Failure to provide a School Stamp or Official Seal will render the student's application <u>INCOMPLETE.</u>

* Please RETURN THIS FORM TO THE STUDENT so that he/she may upload it to his/her student account *