

NEW Applicant (student who never received financial assistance from SHEFA)	ONGOING Applicant (no break in enrollment and received SHEFA assistance in Spring 2023 and/or fall 2022)	RETURNING Applicant (seeking readmission after break in enrollment, or if you did not receive assistance in spring 2023 and fall 2022)
Acceptance Letter	Acceptance Letter (only if you are transferring schools)	Acceptance Letter
Proof of CNMI residency for 2022-2023 Examples of acceptable documents to prove Saipan residency: 1. CNMI annual 1040 (applicant must be either listed as taxpayer or dependent); 2. Employment Verification; 3. Transcripts; 4. Military orders; 5. Voter's Certification Reports (VCR); and/or, 6. Certified Medical/Dental visit dates may be used to prove residency.	Most recent official transcript	Proof of CNMI residency for 2022-2023 Examples of acceptable documents to prove Saipan residency: 1. CNMI annual 1040 (applicant must be either listed as taxpayer or dependent); 2. Employment Verification; 3. Transcripts; 4. Military orders; 5. Voter's Certification Reports (VCR); and/or, 6. Certified Medical/Dental visit dates may be used to prove residency.
Copy of valid US Passport or valid government issued ID	Class schedule showing course titles and number of credits. You must be enrolled full-time.	Copy of valid US Passport or valid government issued ID
Most recent official transcript	Memorandum of Agreement (MOA)	Most recent official transcript
Class schedule showing course titles and number of credits. You must be enrolled full-time.		Class schedule showing course titles and number of credits. You must be enrolled full-time.
Memorandum of Agreement (MOA)		Memorandum of Agreement (MOA)

HELPFUL TIPS TO CONSIDER

- You are advised to carefully read the Memorandum of Agreement and SHEFA Rules and Regulations.
- You may pick up Memorandum of Agreement/Promissory Note at our office or you may download a copy from our website, when available. Please read carefully and learn more about your responsibilities before signing. Your award will not be released until a signed and notarized Memorandum of Agreement/Promissory Note is on file.
- Please sign-in to your portal for updates and/or notifications.
- IMPORTANT! Please familiarize yourself with the Rules and Regulations and MOA on how to maintain scholarship eligibility for the next term.
- You are REQUIRED to update our office of any changes in your contact information, academic status and employment status after graduation or break in enrollment.
- All upcoming college or trade/vocational school graduates must provide a copy of their degree/certificate and official transcript to our office for compliance purposes after graduation or 3 months of non-enrollment.