

# Instructions for Filling out the CTE Scholarship Application

## 1. COMPLETE THE FILLABLE PDF APPLICATION

Verify that ALL phone numbers and email addresses are correct. (USBE/CTE will use this information to contact you.) Submit application by filling out the fillable PDF application:

- a. Fill out the fillable PDF application.
- b. Save the PDF to your computer, rename the file to your last name - first name.
- c. Attach the file to an email and send it to Rachel Bolin at <mailto:rachel.bolin@schools.utah.gov> The fillable PDF works best on a PC opened in Internet Explorer or Microsoft Edge. Make sure you have the latest version of Adobe Reader installed on your machine. Mac Users: Adobe PDF files by default on a Mac are opened in Mac Preview. The only way to submit the PDF form is to actually open the PDF in Adobe Acrobat Reader with the Safari browser.

## 2. SUBMIT THE FOLLOWING BY MAIL

1. Print out the PERSONAL INFORMATION AND SIGNATURE PAGES and make sure ALL four signatures are included.
2. LETTERS OF RECOMMENDATION (Two letters are required and they MUST BE SIGNED.) One letter from a CTE teacher and one letter from another teacher, high school counselor, principal, or community person who knows your strengths and abilities. Send the original letters—copies will not be accepted. Verify that each letter is signed by the person writing the letter.
3. TRANSCRIPT OF CREDITS On your official high school transcript HIGHLIGHT all of the CTE courses you have completed. Have your transcripts signed by your high school counselor/registrar or have the transcripts stamped with the official school seal.

SEND YOUR PORTFOLIO (SIGNATURE PAGES, LETTERS AND TRANSCRIPT) TO THE UTAH STATE BOARD OF EDUCATION. Note: Both the street address and the P.O. Box MUST be included.)

Rachel Bolin  
Utah State Board of Education CTE Scholarships and Tuition Awards  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Both the online application (emailed) AND the portfolio (mail or hand delivered) need to be received by February 5, 2018 for your application to be complete!**