

**Submission of this form and the required documents initiates a request for academic evaluation for HOPE and Zell Miller Scholarships for students who have graduated from an out-of-state high school or an accredited home study program located outside of Georgia.**

Students must first apply by creating a GAfutures account and submitting a Georgia Student Finance Application (GSFAPP). This state application creates a student record in our system to which academic eligibility information from the evaluation may be appended. **This application must be completed before the transcript evaluation can be processed.**

Students filing a current year Free Application for Federal Student Aid (**FAFSA**) in addition to the GSFAPP must do so by the last day of the term the student is seeking scholarship funds.

Review the HOPE and Zell Miller Scholarship initial academic eligibility information at [GAfutures.org](http://GAfutures.org) prior to submitting the request form and required documents. Transcript evaluations cannot be processed prior to high school graduation.

**Required for manual transcript evaluation after graduation:**

1. **Completed request form** signed by both the graduate (page 1) and a high school official (page 2). A high school official must complete page 2 of the form.
2. **Final official transcript** (must be signed if uploaded by the student). Final transcripts may be sent directly to GSFC by the high school or a transcript service to [ProgramAdmin@GSFC.org](mailto:ProgramAdmin@GSFC.org). Transcripts submitted prior to graduation cannot be processed.
3. **ACT/SAT score report** (verify receipt of test scores at the Student Dashboard using your GAfutures account. See page 3 of this form for details about submitting test scores that are not on file at GSFC.)

**Submit the request form and documents as a single electronic file in one of the acceptable formats by signing in to your GAfutures account, clicking “Document Upload” and selecting Out-of-State High School Transcript Evaluation Request – HOPE/Zell Scholarship” from the drop-down list.**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Permanent Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

Confirmation will be sent to the email address provided once the request has been fully processed.

**I authorize release and verification of the information provided on this form to the Georgia Student Finance Commission (GSFC).**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>High School Information (Must be completed and signed by a high school official after graduation)</b>		
High School Name	Student Name	
Address		
City	State	Zip Code
Graduation Date (no future dates)	CEEB/ETS Number (if applicable)	
<input checked="" type="checkbox"/>	<b>Name of Accrediting Agency (check all that apply as of the student's graduation date)</b>	
	Not accredited by any of the agencies listed below - <b>SKIP TO CERTIFICATION</b>	
	Cognia (SACS - formerly AdvancEd) *	
	New England Association of Colleges and Schools	
	Middle States Association of Colleges and Schools	
	Western Association of Colleges and Schools	
	Alabama Independent School Association	
	Southern Association of Independent Schools	
* Southern Association of Colleges and Schools/North Central Association of Colleges and Schools/Northwest Accreditation Commission		
<b>Grading Scale</b>		<b>Course Weights</b>
A =	Advanced Placement (AP) =	
B =	International Baccalaureate (IB) =	
C =	Dual Enrollment (DE) =	
D =	Honors (H) =	
F =	Gifted (G) =	
<b>Academic Rigor Course Information</b>		
High School Course Name	Credit	Please identify 4 full credits that meet the <a href="#">academic rigor requirement</a> as described at <a href="#">GAfutures.org</a> :
		1. Advanced math, such as advanced algebra and trigonometry, math III
		2. Advanced science, such as chemistry, physics, biology II
		3. Foreign language II or higher
		4. Advanced Placement, International Baccalaureate or Dual Enrollment degree-level core courses
		Contact Program Administration at <a href="mailto:ProgramAdmin@GSFC.org">ProgramAdmin@GSFC.org</a> or 770-724-9251 for assistance.
<b>Certification</b>		
Please sign below to certify that the information reported above and, on any document, or writing in connection with this application is true, correct, and complete. A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. § 16-10-20, et seq.		
School Official's Name and Title		
School Official's Signature and Date		
School Official's Email and Phone		

**Schools accredited by these agencies should provide grading scale, course weights, academic rigor course information and certification below.**

ACT and SAT scores that are on file at GSFC may be viewed at the Student Dashboard using a GAfutures account. If your test scores are not on file, please follow the instructions below.

#### **SAT Score report**

1. Print your test score report from [College Board's website](#) for the SAT.
2. Include the signed report with the other required documents in the single electronic file for upload.

#### **ACT Score report**

1. Go to ACT.org and sign into your account.
2. Select recipient code 2225 to have your ACT score report sent to GSFC.
3. ACT will then send GSFC an electronic file.
4. Note on the evaluation request form that an ACT score report has been sent electronically.