

State of North Carolina  
DIVISION OF VETERANS AFFAIRS

**INSTRUCTION SHEET**

**INFORMATION AND INSTRUCTIONS TO APPLICANTS FOR A SCHOLARSHIP UNDER  
CHAPTER 165, ARTICLE 4, GENERAL STATUTES OF NORTH CAROLINA**

1. **GENERAL**

a. **Purpose Statement**

In appreciation for the service and sacrifices of North Carolina's war veterans and as evidence of this State's concern for their children, there is hereby continued a revised program of scholarships for **said biological or adopted children as set forth in this Article.**

b. **Eligibility Criteria**

The applicant must be under 25 years of age at the time of application for such scholarship, who is a domiciliary of North Carolina and is a resident of North Carolina when applying for such scholarship. **The applicant must meet one of the below residency criteria:**

- i. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22,

**OR**

- ii. A veteran's child who was born in North Carolina and has been a resident of North Carolina continuously since birth. Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since lived continually.

- c. **Read this sheet carefully. It may save you future trouble and expense.**

- d. **A scholarship award doesn't guarantee your entrance into an institution. It merely helps pay your expenses in an institution in North Carolina, if you have applied in time for admission and if you can meet the entrance requirements. ADVANCE ARRANGEMENTS FOR AN APPROVED DORMITORY ROOM OR OTHER LODGING FACILITY ARE YOUR RESPONSIBILITY. TO KEEP A SCHOLARSHIP AWARD, YOU MUST MAINTAIN A MINIMUM CUMULATIVE 2.0 GPA OR BE IN GOOD STANDING WITH THE NORTH CAROLINA ACADEMIC INSTITUTION YOU ARE ATTENDING. IF NOT, YOUR SCHOLARSHIP MAY BE REVOKED.**

**If a scholarship is awarded, additional instructions will be sent to each scholarship recipient.**

e. **When to Apply (Application Deadline)**

**Deadline for Class II and Class III** scholarship applications must be received in the North Carolina Division of Veterans Affairs (NCDVA) Director's office on/before **February 14**. An application received after **February 14** will be accepted as an application for the following scholarship year.

**Deadline for Class I-A, I-B and IV** must be received in the NCDVA Director's Office on/before **June 1** to be awarded **July 1** or **December 1** to be awarded **January 1**.

**NOTE:** The United States Department of Veterans Affairs (USDVA) **determines the classification.** To ensure your application will be considered for the current scholarship year, the application must be in the NCDVA Director's Office on/before February 14. **A point of CAUTION:** *if the certification comes back Class II or Class III and the application was received after February 14, the scholarship will be considered the following scholarship year.*

**f. Selection and Awarding of Scholarships**

Recipients selected for a scholarship will be notified in writing on/about **May 1.** (Selection letter) In order for the scholarship to be awarded July 1, selected recipients **must have all required** documents into the NCDVA Director's Office **on/before June 30.** (See 2c of instructions to applicant)

**2. INSTRUCTIONS TO APPLICANT**

**a. Assistance and Advice** Refer to NCDVA Website ([www.ncveterans.net](http://www.ncveterans.net)) for applications and complete instructions. If you have a question, call **919-807-4253** and ask for the scholarship coordinator.

**b. Items to Submit**

**ALL ITEMS BELOW MUST BE RECEIVED WITH THE INITIAL SCHOLARSHIP PACKAGE.**

- \* Completed form NCDVA-12, Authorization for Release of Information.
- \* Completed form NCDVA-17, Application for State Scholarship. (Including Applicants Resume following the format of the attached sample.) (Signature must be in blue ink)
- \* A copy of your birth certificate showing name of veteran parent(s). (If veteran parent is not listed, please provide proof of parentage.)
- \* Completed form NCDVA-18, Financial Questionnaire. (This must be completed and signed by the parent or guardian.)
- \* A copy of most recent Federal Tax Return filed for applicant and applicant's parents.
- \* Completed form NCDVA-23B(2), Essay Questionnaire must Accompany Application for Scholarship for Children of War Veterans.
- \* Two completed forms NCDVA-23B(3), Recommendation Form must Accompany Application for Scholarship for Children of War Veterans. At least one recommendation must be from a teacher or guidance counselor.
- \* A copy of parent's discharge(s) [DD 214, Member copy 4] or notice of separation from the Armed Services.
- \* Transcript of high school grades through **JUNIOR YEAR.** If ACT or SAT scores are not listed on transcript, provide a copy. (If already graduated from high school, a final high school transcript is required.) The **RESPONSIBILITY IS UPON YOU** to get these grades to NCDVA.
- \* Transcript of college grades if currently in college or if attended college since graduated high school.
- \* A copy of disciplinary and attendance records from high school and any other college or technical schools attended. If school does not maintain disciplinary records, please have guidance counselor provide a statement regarding disciplinary issues and attendance.

**c. ADDITIONAL DOCUMENTS NEEDED FOR THE SCHOLARSHIP PROCESS UPON REQUEST, IF APPLICANT IS ELIGIBLE. (Not found online)**

- A copy of your Selective Service registration acknowledgment. (Required of all male applicants born on or after January 1, 1960.) If not 18 by June 30, must be received within six months of award.
- A copy of High School Diploma.
- NCDVA-11 (Affidavit-School Declaration), will be attached to scholarship selection letter.
- Letter of acceptance from the school you will attend.
- NCDVA-17G (Permission for access to student records), will be attached to selection letter.

d. Where to Submit Papers.

Please submit the application and all supporting documents to N.C. Division of Veterans Affairs via mail or email.

**APPLICANTS ARE RESPONSIBLE FOR ENSURING ALL DOCUMENTS ARE RECEIVED TIMELY FOR CONSIDERATION.**

**N.C. Division of Veterans Affairs  
1315 Mail Service Center  
Raleigh, NC 27699-1315  
ncdva.scholarships@doa.nc.gov**