



GPA CERTIFICATION FORM

2012-2013

Scholarship Programs

PART #1 - TO BE COMPLETED BY STUDENT

This form is required from students whose transcripts do not 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** so that you may **upload it to your student account with your transcript**.

Student's Full Name: _____

Social Security Number: XXX - XX - _____

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

*IF YOUR INSTITUTION USES A SCALE OTHER THAN A 4.0 SCALE,
PLEASE CONVERT THE STUDENT'S CUMULATIVE GPA TO A **4.0 SCALE***

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

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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 4.0 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 INCOMPLETE.

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