



# GPA VERIFICATION FORM SCHOLARSHIP PROGRAM

## 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 as a .PDF document**. Documents sent by mail or FAX will not be accepted.

**Students Full Name:** \_\_\_\_\_

**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 AMCFF. 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	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 to their AMCFF online account \***