



Scholarship Requirements Checklist

A complete checklist of documents you need to prepare when applying for [scholarship programs](#) in the Philippines

How to Use

Use this checklist to track, organize, and prepare all your [scholarship requirements](#) ahead of deadlines. Tick each item as you complete it to ensure nothing is missed.





1. Review the general requirements first. Some documents are needed across all year levels.
2. Check your specific year-level section for additional or updated requirements.
3. Keep both physical and digital copies of all documents.
4. Request certificates and forms early to avoid delays.
5. Update your folder every semester or school year to stay ready for any scholarship programs.

Note: Requirements may vary depending on the scholarship program, but this checklist can serve as a quick tracker and reference.

Column Descriptions

- **Requirement** – Document or item needed.
- **Collected** – Tick once collected or submitted.
- **Date / Notes** – When requested, planned, or collected; space for extra reminders or observations.
- **Tips** – Professional guidance; non-conversational, from our expertise.

General Scholarship Requirements (All Year Levels)

Requirement 	Check 	Date / Notes  Date	Tips 
PSA Birth Certificate			Request 2–3 copies at once; keep originals and backup copies
Report Card / Transcript (Form 137, 138, TOR)			Keep one copy for submission and one backup; TOR usually needs a sealed copy
Certificate of Enrollment / Registration / NOA			Maintain digital and printed copies; verify required format
Proof of Income (ITR, payslip, Certificate of Indigency, 4Ps/Listahanan ID)			Check validity dates; originals may be required
Valid ID (School ID, Barangay ID, PhilSys, Passport, Driver's License)			Keep digital scans for backup; bring originals when submitting
ID Photos (1×1 / 2×2)			Prepare extra copies; check background color requirements
Recommendation Letter (Optional)			Provide summary of achievements; request 2–3 weeks in advance
Certificate of Good Moral Character			Prepare 2–3 copies to avoid delays
Barangay Clearance			Originals may be required; request 2–3 copies
Certificate of Residency			Request 2–3 copies; some scholarships require originals





Indigenous ID / Certificate of Indigenous People			Verify if originals are required; keep copies
Certificates of Achievement / Extra-Curriculars			Keep originals and photocopies; update yearly
Essay / Personal Statement			Save multiple versions in PDF; follow prompts carefully
Entrance Exam Results			Keep digital and printed copies; originals may be needed
Medical / Health Certificate			Check validity (3–6 months); bring extra copies
Application / Scholarship Form			Keep scanned digital copy; originals may be required

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Year-Level Requirements & Tips

Incoming 1st Year College



Requirement 	Check 	Date / Notes  Date	Tips 
High School Report Card (Form 138)			Keep extra copies for backup
Certificate of Good Moral Character (High School)			Originals may be required; request early
Certificate of Admission / Notice of Acceptance			Keep digital copy for backup
PSA Birth Certificate			Originals may be required; request 2–3 copies
Proof of Income (Parent/Guardian)			Check validity; originals may be required

Current 1st Year College





Requirement 	Check 	Date / Notes  Date	Tips 
Updated Certificate of Enrollment			Keep digital and printed copies
Latest Grades / Class Cards			Originals may be required; maintain semester-by-semester proof
College-issued Good Moral Certificate			Keep 2–3 copies
PSA Birth Certificate (if not submitted)			Keep digital copy; request extras if needed
Proof of Income			Originals may be required; prepare multiple copies

Year-Level Requirements & Tips

Incoming 2nd Year College





Requirement 	Check 	Date / Notes  Date	Tips 
Transcript of Records (1st Year Complete)			Verify all subjects; missing one may affect eligibility
Certificate of Enrollment for 2nd Year			Keep digital and printed copies
Good Moral Certificate			Prepare 2–3 copies
Proof of Income			Originals may be required
PSA Birth Certificate			Keep backup copies; originals may be required

Current 2nd Year College





Requirement 	Check 	Date / Notes  Date	Tips 
Updated Certificate of Enrollment			Keep digital and printed copies
Transcript / Grades (1st Year + Current Semester)			Keep backup copies; submit early
Good Moral Certificate			Prepare extra copies
Proof of Income			Originals may be required

Year-Level Requirements & Tips

Incoming 3rd Year College





Requirement 	Check 	Date / Notes  Date	Tips 
Transcript of Records (2 Years Complete)			Highlight achievements/leadership for essays
Certificate of Enrollment			Keep digital and printed copies
Good Moral Certificate			Prepare extra copies
Proof of Income			Originals may be required
PSA Birth Certificate			Keep backup copies

Current 3rd Year College





Requirement 	Check 	Date / Notes  Date	Tips 
Updated Certificate of Enrollment			Keep digital and printed copies
Transcript / Grades			Keep originals and backup copies; required for research/thesis scholarships
Good Moral Certificate			Prepare extra copies
Proof of Income			Originals may be required

Year-Level Requirements & Tips






Incoming 4th Year College

Requirement 	Check 	Date / Notes  Date	Tips 
Transcript of Records (3 Years Complete)			Check for graduation incentives
Certificate of Enrollment (Final Year)			Keep digital and printed copies
Good Moral Certificate			Prepare extra copies
Proof of Income			Originals may be required
PSA Birth Certificate			Keep backup copies


Current 4th Year College

Requirement 	Check 	Date / Notes  Date	Tips 
Updated Certificate of Enrollment			Keep digital and printed copies
Transcript / Grades			Keep originals and backup copies; required for graduation & scholarships
Good Moral Certificate			Prepare 2–3 copies
Proof of Income			Originals may be required
Clearance from School (if required)			Request early; avoid overlaps with thesis/OJT schedules

Sample Entry

Requirement 	Check 	Date / Notes  Date	Tips 
PSA Birth Certificate		Ordered 3 copies online; received 2025-08-28	Request 2–3 copies at once; keep originals and backup copies for scholarship submissions

How to use this sample:

- Tick  when collected
- Write collection date or reminders in Date / Notes

Final Advice

- Always prepare your scholarship requirements early. Delays in documents like Proof of Income, PSA Birth Certificate, or Good Moral Certificate can jeopardize your application.
- Keep digital and physical copies of all documents; some scholarships require originals, others accept scanned versions.
- Track your collection status and dates in the checklist to stay organized.
- Remember, requirements may vary per scholarship program, but this checklist serves as a quick reference tracker for all documents.
- Following this system ensures smooth submission and increases your chances of scholarship success.

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