

SubForce FAQ's

GENERAL

Q: When is the deadline?

A: December 10th is the deadline to start the application.

A: December 15th is the deadline for all pre-screening to be submitted. This means all sponsor information and duty assignments.

A: March 15, 2016 is the deadline for finalization of all sections of the online application and receipt of all required supporting documents by SUBFORCE SCHOLARSHIP. At midnight, EST, March 15, the online application will be locked. Data may not be entered, edited or finalized after that time. All mailed documents must be postmarked no later than March 15. Electronically submitted documents must be received by March 15, 11:55 P.M. EST. Supporting documents may also be delivered directly to Dolphin Scholarship headquarters and must be received on the premises by 5:00 pm EST on March 15.

Q: Will incomplete or late applications be accepted?

A: No

Q: Can I change the information I have entered?

A: You may enter, save and edit your entries until selecting '**Finalize This Section**' and clicking save. Should you discover an error or typo after finalizing a section, please contact the SUBFORCE SCHOLARSHIP Administrator, scholars@dolphinscholarship.org, for assistance.

DSF Sponsor Eligibility Requirements

Q: What are the sponsor eligibility requirements?

A: Sponsor must meet one (1) of the following requirements:

- ❖ Sponsor must be qualified in submarines and served on active duty in the Submarine Force for a minimum of 8 years
- ❖ Sponsor must have served on active duty in submarine support activities for a minimum of 10 years.

Additional Qualification Criteria

- ❖ Operational submarine service does not need to be consecutive.
- ❖ Student is eligible if his or her Sponsor died on active duty while serving in the Submarine Force.
- ❖ Time in service requirement may be waived by DSF if Sponsor qualified in submarines and was medically discharged or retired due to injury or illness which occurred in the line of duty.

Q: What if my sponsor does not meet the sponsor eligibility requirements?

A: If your sponsor does not meet the eligibility requirements you will be considered ineligible for the Dolphin Scholarship. However, you may still be eligible for the USSVI, Nautilus or USS Bowfin Scholarship. If so, you will be notified and forwarded the applicable scholarship applications.

SPONSOR INFORMATION

Q: Where do I find my sponsor's submarine qualification date?

A: Your sponsors submarine qualification date can be found on his/her qualification certificate or:

- ❖ For Officer Personnel: Officer Data Card (NAVPERS 1301/51) Block #11 (SS)
- ❖ For Enlisted Personnel: Enlisted Qualifications History (NAVPERS 1070/604) Block #10
- * For Officers that were prior Enlisted (LDO/Warrant/OCS etc.): Qualification history may be found on both forms.

Q: Where do I find my sponsor's duty assignments?

A: Your sponsor's last or most recent duty assignment can be found on the Enlisted Performance Evaluation or the Officer Fitness Report. A complete listing of your sponsor's duty assignments can be found:

- ❖ For Officer Personnel: Officer Data Card (NAVPERS 1301/51) Block #91
- ❖ For Enlisted Personnel: History of Duty Assignments (NAVPERS 1070/605)
- * For Officers that were prior Enlisted (LDO/Warrant/OCS etc.): Duty assignment history may be found on both forms.

Q: Where do I find my sponsor's Navy Enlisted Classification Code (NEC) or Officer Designator?

A: Your sponsors NEC can be found on his/her Enlisted Performance Evaluation and the Officer Designator can be found on the Officer Fitness Report. In addition:

- ❖ For Officer Personnel: Officer Data Card (NAVPERS 1301/51) Block #4 and Block #51 (Designator History)
- ❖ For Enlisted Personnel: Enlisted Qualification History (NAVPERS 1070/604) Block #7

Q: I entered information about my sponsor's career. Now he/she says I didn't include everything or made a mistake. What do I do?

A: Contact the SUBFORCE SCHOLARSHIP Administrator, scholars@dolphinscholarship.org, for assistance.

Q: What if I have no record of my sponsor's duty assignment history?

A: In this case a copy of the sponsor's service record will need to be requested from the Chief of Naval Personnel at: <https://www.archives.gov/veterans/>. Please note that this can be a lengthy process, it is very important to order your sponsor's record as soon as possible.

APPLICATION SECTIONS

Applicant Information

Q: How do I make more than one entry for Work Experience or Extra-Curricular Activities?

A: For each Work Experience or Extra-Curricular Activities entry, type data and press 'Save' button. Your entry will be saved and empty fields for an additional entry will be available to you.

Q: What if I need to delete or change an entry I made for Work Experience or Extra-Curricular Activities?

A: Click on the 'Trash Can Icon' at the end of the entry you want to remove. Enter correct data as new entry.

Q: What if I have attended more than one high school or college?

A: List all schools attended in chronological order. Begin with the most recently attended/current school, which is the school from which you must provide an official transcript.

Q: What about dual-enrollment?

A: List your main school first and then the school at which you also take classes. If grades from the second school do not appear on your official transcript, please provide.

Applicant's College Costs

Q: What if costs for my college(s) are not yet posted for the academic year applying for?

A: Use annual costs most recently published by your college.

SCHOLAR SELECTION

Q: How are SubForce Scholars selected?

A: SubForce Scholars are chosen by a selection committee comprised of educational professionals and senior officer and enlisted members of the U.S.Navy. Our selection process takes place entirely online which allows DSF to utilize selection committee members from all over the United States and overseas. This is a blind selection process in which all applicant and sponsor names, rank and any other identifying information have been redacted from the applications before they are presented to the selection committee. All applicants are identified by number only. Scholars are selected based solely on their academic performance, community involvement, extracurricular activity, essay and references. The Dolphin Scholarship Foundation administers the Laura W. Bush, USS NAUTILUS, and USS HAMPTON scholarships in addition to the DSF Scholarship. The USSVI and USS BOWFIN Scholarships are administered by their respective organizations.

Q: What if I am identified as an Alternate Scholar?

A: Alternate Scholars are those applicants who fall directly beneath the scholar selection cut-off point. If you fall into this category please do not be discouraged because the competition for the SubForce

Scholarship is very keen. All alternates are **strongly** encouraged to submit their college acceptance letter and financial aid documents to DSF. A large majority of alternate scholars are subsequently selected due to additional scholar quotas becoming available from early graduation and scholarship deferrals etc.

Q: I was selected as a SubForce Scholar, do I need to reapply?

A: Dolphin and Laura W. Bush Scholarships are renewable scholarships. As long as you remain a student in good standing per the scholarship policy and guidelines, you may renew your scholarship each year. Scholarship renewal forms are due on July 1st each year. The USS NAUTILUS Scholarship is not a renewable scholarship and applicants must reapply each year.

Q: If I am not selected for a SubForce Scholarship can I reapply?

A: Yes, by all means! You are eligible to apply for the SubForce Scholarship all the way through your senior year of college.
Many of our applicants are chosen on their second or third application.

Q: If I use the Post 9/11 GI Bill, will I be ineligible for the SubForce Scholarship?

A: Not necessarily, it depends on your college tuition expenses. If after the Post 9/11 GI Bill benefits are applied to your college tuition and a financial need still exists, you would still be eligible for the SubForce Scholarship.

SUBFORCE SCHOLARSHIP ESSAY

Q: Can my essay be on any topic I choose?

A: No, you will be evaluated on your response to the question provided by SUBFORCE SCHOLARSHIP.

USSVI SCHOLARSHIP ESSAY

Q: Can my essay be on any topic I choose?

A: No, you will be evaluated on your response to the question provided by USSVI SCHOLARSHIP.

APPLICANT'S TRANSCRIPTS AND TEST SCORES

Q: Do my transcripts have to be official?

A: Yes, SUBFORCE SCHOLARSHIP requires official transcripts that include grades for the fall semester. Official transcripts **MUST** be in unopened envelopes.

Q: What if my school won't release my official transcript to me?

A: If that is school policy, the school may send your official transcript directly to Dolphin Scholarship Foundation either by mail or through a secure official internet site.

RECOMMENDATION FORMS

Q: Must my recommendations be submitted on the SUBFORCE SCHOLARSHIP Recommendation Tab?

A: Yes, ALL SUBFORCE SCHOLARSHIP Recommendation Forms must be submitted online. The link will be sent to the individuals you enter in the recommendation section. Once the recommendation is submitted it will be indicated in the recommendation section.

Q: Can a family member write a recommendation on my behalf?

A: No, your recommendations should not come from family members.

FAFSA FORM

Q: What if I already filled out the FAFSA last year? Can I submit that to SUBFORCE SCHOLARSHIP?

A: No, you must update your FAFSA for the current year and submit the FAFSA Student Aid Report PDF to SUBFORCE SCHOLARSHIP.

Q: What if I fill out the FAFSA but it doesn't calculate an Expected Family Contribution for me?

A: SUBFORCE SCHOLARSHIP can only accept a FAFSA Student Aid Report that has a calculated EFC (0 thru 99,999 are valid EFCs).

1040 FORM (USSVI APPLICATION ONLY)

Q: What Tax Year do I need to submit for the USSVI Scholarship?

A: Your Parent's and/or Legal Guardian's most recent Tax form filed with the Internal Revenue Service (IRS) needs to be submitted along with your USSVI application.

DD-214 FORM

Q: My father is still on active duty. Do I need to submit a DD-214?

A: No, the DD-214 is issued only upon discharge or retirement from active duty. You do still need to finalize this section on the application.