



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Mayor’s Scholars Undergraduate Program Supporting Documents Guide – 2025-26 Award Year

Applicant Type	Required Application Documents
Returning awardee	<ul style="list-style-type: none"> • Most recent college transcript (must include final grades for courses taken in last semester enrolled) • Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in this document. • Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)
New applicant – recent (2010-2025) high school graduate (or anticipated graduate)	<ul style="list-style-type: none"> • Final high school transcript (must include final grades) • Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in this document. • Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)
New applicant – adult/older youth who passed the GED or earned a diploma through the National External Diploma Program (NEDP), within the years 2010-2025	<ul style="list-style-type: none"> • Letter of recommendation from a teacher, professor, program director, principal, dean, or advisor at the high school, employer, or community-based organization • Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in this document. • Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)
New applicant – already enrolled in Mayor’s Scholars-approved university or college, but not yet a Mayor’s Scholars awardee – recent (2010-2025) high school graduate	<ul style="list-style-type: none"> • Final high school transcript (must include final grades) • Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in this document. • Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application) • Most recent college transcript (must include final grades for courses taken in last semester enrolled)
New applicant – already enrolled in Mayor’s Scholars-approved university or college, but not yet a Mayor’s Scholars awardee –adult/older youth who passed the GED or earned a diploma through the National External Diploma Program (NEDP), within the years 2010-2025	<ul style="list-style-type: none"> • Letter of recommendation from a teacher, professor, program director, principal, dean, or advisor at the high school, employer, or community-based organization • Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in this document. • Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application) • Most recent college transcript (must include final grades for courses taken in last semester enrolled)



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MSUP Residency/Domicile Verification Acceptable Documents Checklist – 2025-26 Award Year
 Mayor’s Scholars applicants must choose **one document from Column A (Domicile Verification) and one document from Column B (Proof of Residency) to upload with their Mayor’s Scholars application in order to confirm applicant residency and domicile eligibility.** Please provide each document you need in one of the following formats: .doc, .docx, .pdf, .jpeg) and upload it with your online application to the Mayor’s Scholars program.

Reminder: If an applicant has completed a 2025-26 award year DCTAG application and been deemed eligible for DCTAG award funding, the applicant is not required to submit residency and domicile supporting documents again for the Mayor’s Scholars application for the 2025-26 cycle. If an applicant is not eligible for the DCTAG program, or did not complete a DCTAG application for the 2025-26 cycle, the applicant must submit supporting documents from the list below with their Mayor’s Scholars application for the 2025-26 cycle.

<p align="center"><u>COLUMN A</u> (Domicile Verification)</p>	<p align="center"><u>COLUMN B</u> (Proof of Residency – Document must be no older than 45 days and must have: Parent/Legal Guardian’s name and address and must include the date.)</p>
2024 Certified D-40 Tax Return from the DC Office of Tax and Revenue (OTR)	Bank or Mortgage Statement (Name, Date and Address Section)
2024 Certified D-40 Tax Extension (FR-127) with 2023 Certified D-40 Tax Return from the DC Office of Tax and Revenue	Pay Stub (Name, Date and Address Section)
2024 Filed/Processed D-40 Tax Return	Utility Bill (gas, water, cable, electric, land line phone) – no cell phone bills accepted
2024 Filed/Processed D-40 Tax Extension (FR-127) with 2023 Filed/Processed D-40 Tax Return	Utility Letter (from landlord or on rental office letterhead, stating utilities are included in rent)
12-month (January–December 2024) Child Support Statement	
12-month (January–December 2024) Retirement/Annuity Statement	
12-month (January–December 2024) Social Security Disability Income (SSDI) or Social Security Income (SSI)	
12-month (January–December 2024) TANF/SNAP/Food Stamp Statement	
12-month (January–December 2024) Unemployment Benefits or Worker’s Compensation Disability	
Unaccompanied Homeless Youth Documentation of Independent Student Status (dated for 2025)	
Ward of the Court Letter (dated for 2025)	