

WAVE 2024 - How to Submit Required WAVE Documents

Note: WAVE requires the upload of at least three electronic documents to your **WashBoard Seeker Account**:

- a) Completed WAVE CTE/Professional Technical Instructor Certification and Recommendation form.
- b) Completed WAVE Recommendation form.
- c) Copy/copies of WAVE applicant's Washington high school **and/or** Washington community and technical college transcript(s) (official and unofficial are accepted).

- (1) Make an electronic copy of your completed **WAVE CTE Certification/Recommendation form** and save it as YourLastNameYourFirstName_CTE. **Example:** JonesAdam_CTE.
- (2) Make a copy of your completed **WAVE Recommendation form** and save it as YourLastNameYourFirstName_WAVE_Recommendation. **Example:** JonesAdam_WAVE_Recommendation.
- (3) Make a copy of your **high school transcript** and save it as YourLastNameYourFirstName_HS_Transcript. **Example:** JonesAdam_HS_Transcript.
- (4) If applicable, make a copy of your **Washington public community and technical college transcript** and save it as YourLastNameYourFirstName_College. If you have more than one college transcript, add a number for each one. **Example:** JonesAdam_College1 and JonesAdam_College2.
- (5) Set up your WashBoard Seeker Account specific to the WAVE scholarship. Instructions can be found at: <https://wtb.wa.gov/WAVE/>
- (6) Go to the *My Profile* tab and **select** the beige *Attachments* tab:



theWashBoard.org

My Home | Logout Search Scholarships

My Profile My Matches My Applications My Settings My Messages

> MyProfile

Get Matched: Build Your Profile!

Let theWashBoard.org do its magic: tell us about yourself by building your Profile. Don't worry about getting it all done at once! Each time you Save we'll match you with available scholarships.

We've tried to put the most important stuff up front, so work your way from left to right (Basics, Academic Info, College Plans, etc). to get going! Tell us as much as you can so that we can give you back the best matches.

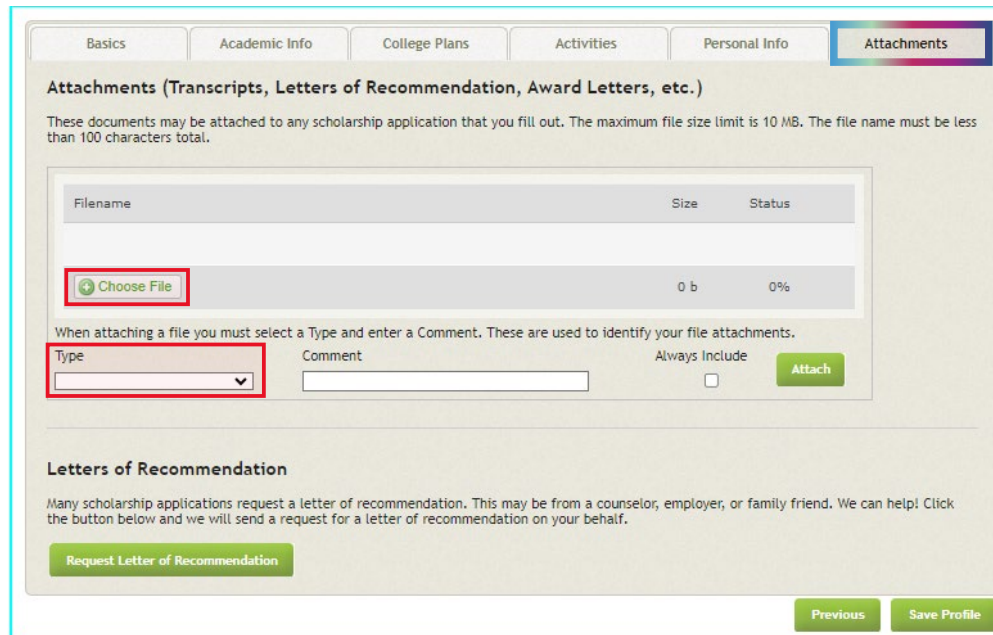
You can check your Matches any time on the My Matches tab.

ADD MORE INFO
GET MORE MATCHES\$

Basics Academic Info College Plans Activities Personal Info **Attachments**

My Contact Information My Background Information

(7) On the **Attachments** tab, select **Choose File** to navigate to your completed and saved WAVE forms:



Basic Academic Info College Plans Activities Personal Info **Attachments**

Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Filename	Size	Status
Choose File	0 b	0%

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: ▼ Comment: Always Include: ☐ [Attach](#)

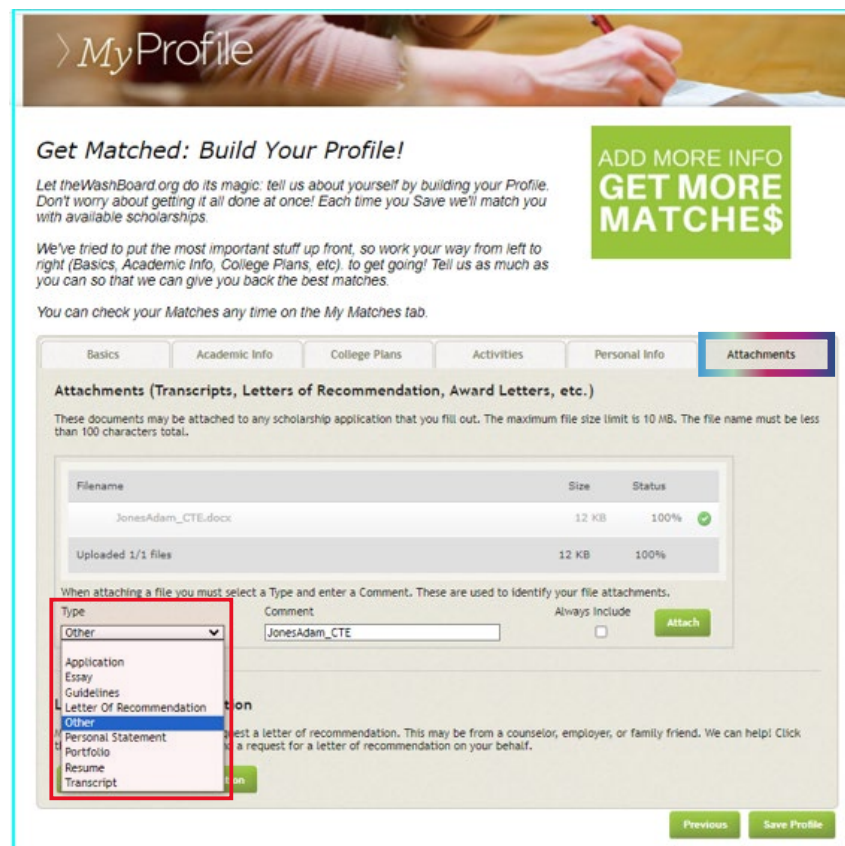
Letters of Recommendation

Many scholarship applications request a letter of recommendation. This may be from a counselor, employer, or family friend. We can help! Click the button below and we will send a request for a letter of recommendation on your behalf.

[Request Letter of Recommendation](#)

[Previous](#) [Save Profile](#)

(8) From the **Type** drop down menu, select **Other**, and select your saved CTE form from your computer files:



> MyProfile

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ADD MORE INFO GET MORE MATCHES\$

Basic Academic Info College Plans Activities Personal Info **Attachments**

Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

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Filename	Size	Status
JonesAdam_CTE.docx	12 KB	100%
Uploaded 1/1 files	12 KB	100%

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: ▼ Comment: Always Include: ☐ [Attach](#)

- Application
- Essay
- Guidelines
- Letter Of Recommendation
- Other**
- Personal Statement
- Portfolio
- Resume
- Transcript

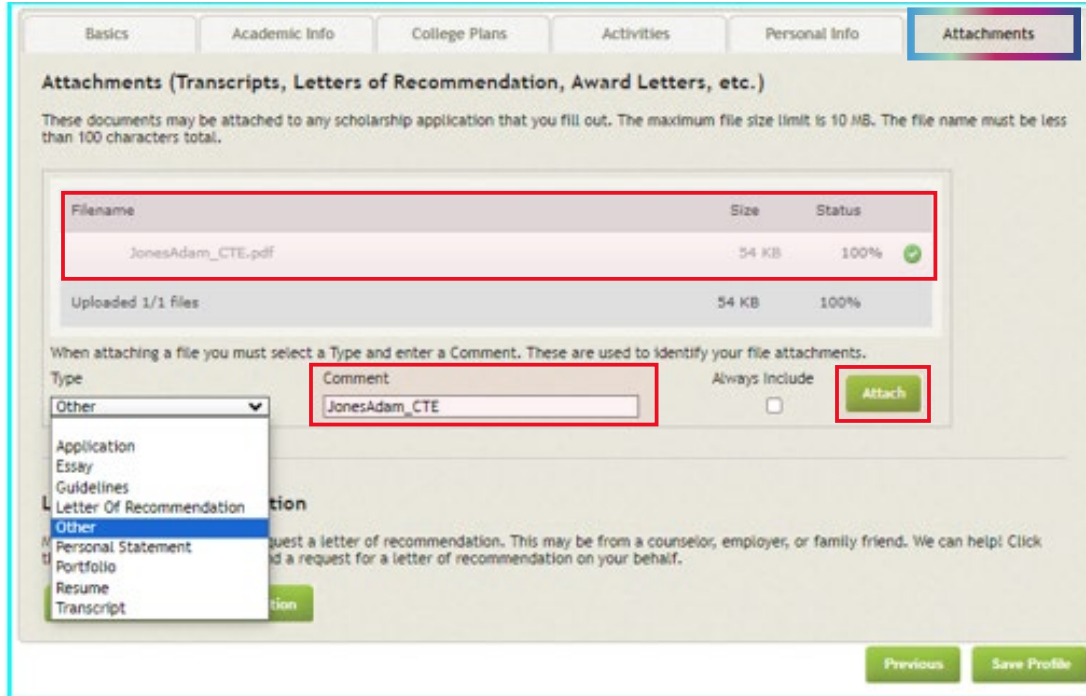
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[Request Letter of Recommendation](#)

[Previous](#) [Save Profile](#)

- (9) In the Comment section, **type in** the name of the selected CTE document that is saved as YourLastNameYourFirstName_CTE. Then **select** Attach:



Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Filename	Size	Status
JonesAdam_CTE.pdf	54 KB	100%
Uploaded 1/1 files		

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: Other

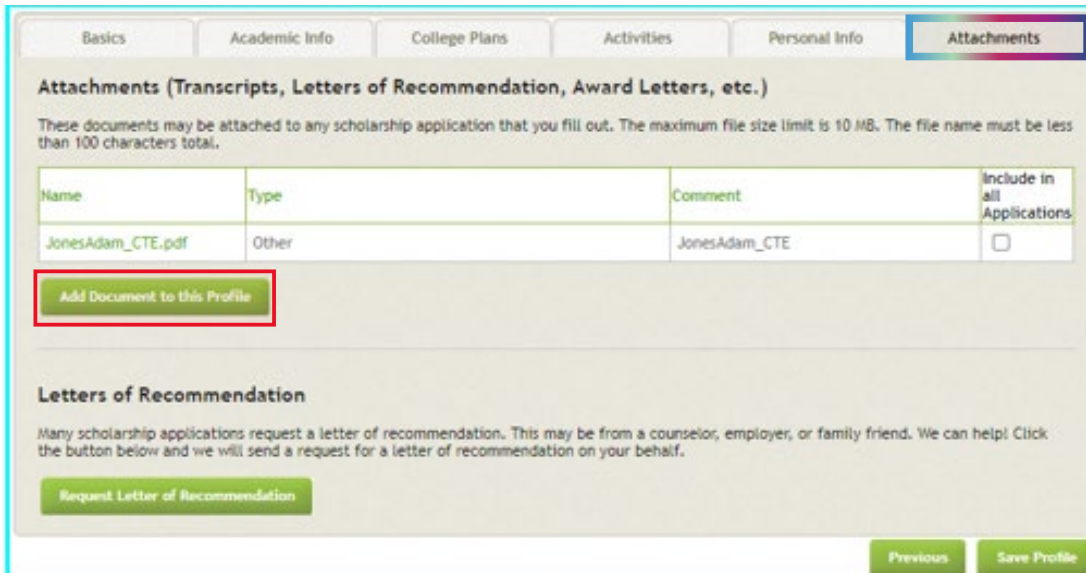
Comment: JonesAdam_CTE

Always Include: ☐

Attach

Previous Save Profile

- (10) The Attachments tab will refresh. Select Add Document to this Profile to add another document:



Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Name	Type	Comment	Include in all Applications
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>

Add Document to this Profile

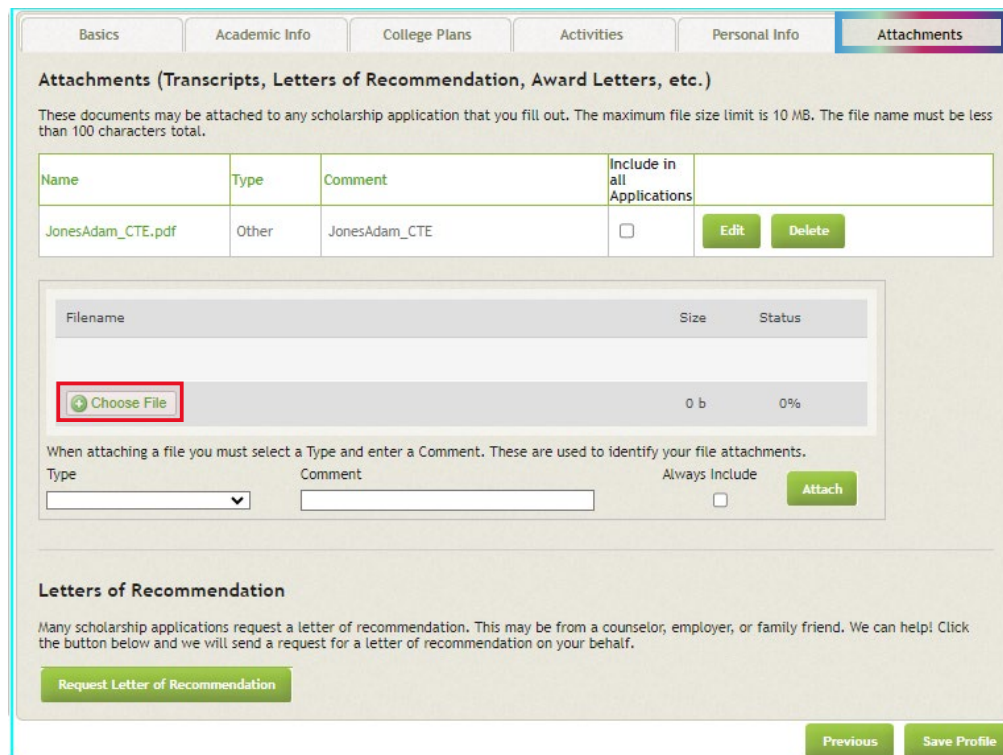
Letters of Recommendation

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Request Letter of Recommendation

Previous Save Profile

(11) The *Attachments* tab will refresh. Again, select Choose File.



Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

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Name	Type	Comment	Include in all Applications	
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>	Edit Delete

Filename: Size: 0 b Status: 0%

[Choose File](#)

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: Comment: Always Include: ☐ [Attach](#)

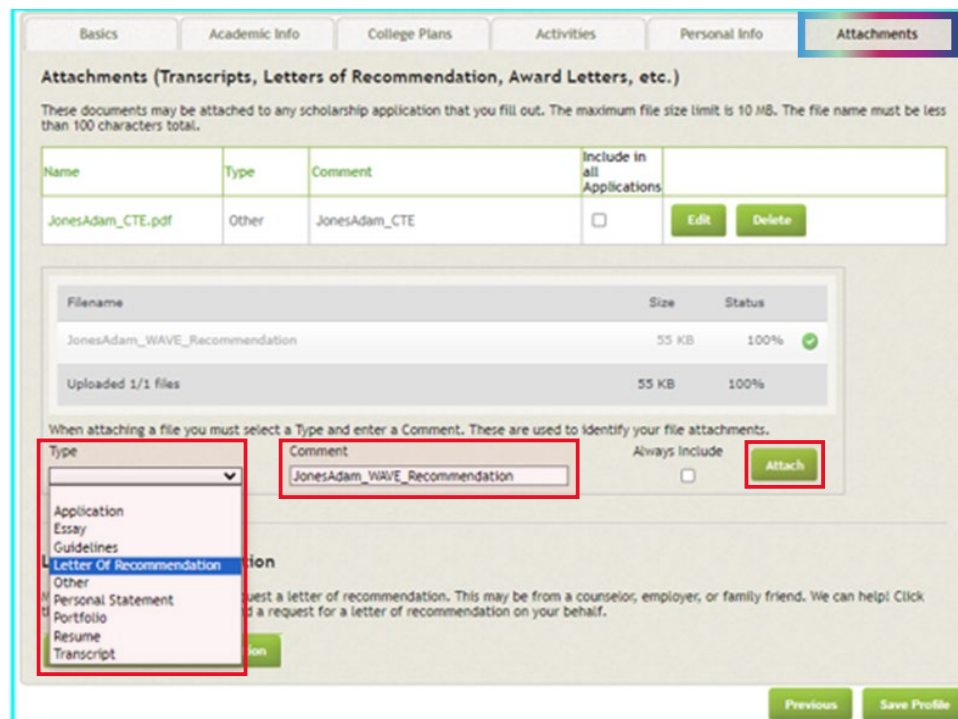
Letters of Recommendation

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[Request Letter of Recommendation](#)

[Previous](#) [Save Profile](#)


(12) Repeat the steps above to add your letter of recommendation. (**Do not** select Request Letter of Recommendation.)



Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Name	Type	Comment	Include in all Applications	
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>	Edit Delete

Filename: Size: 55 KB Status: 100% 

Uploaded 1/1 files

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: Comment: Always Include: ☐ [Attach](#)

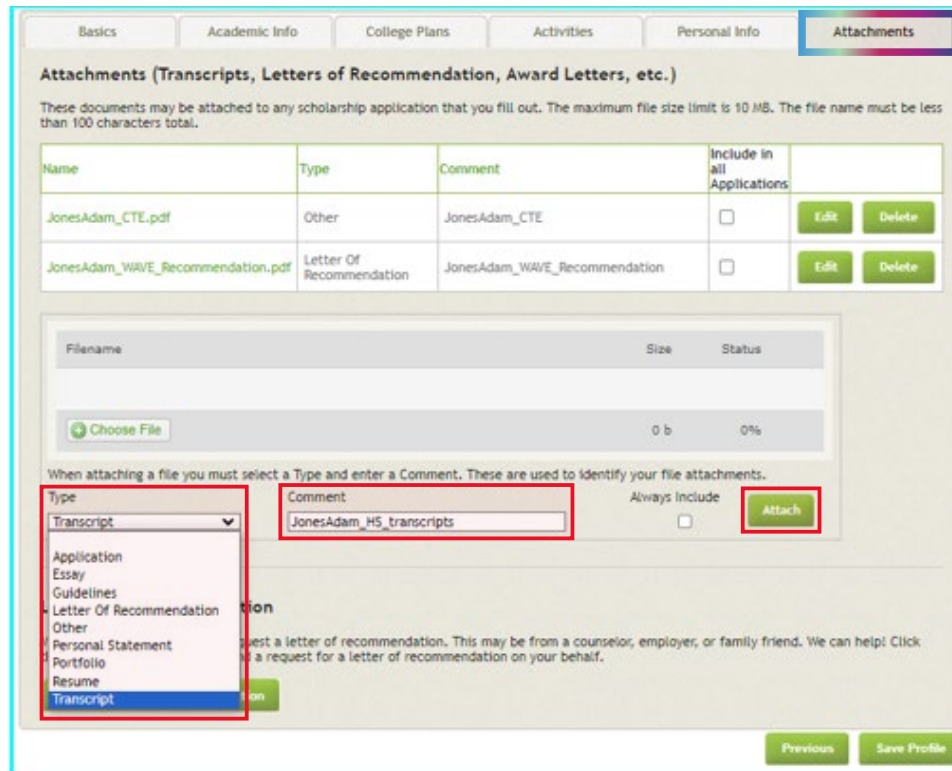
Letters of Recommendation

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[Request Letter of Recommendation](#)

[Previous](#) [Save Profile](#)

(13) Choose File to add your high school transcripts (either official or unofficial copies are accepted):



The screenshot shows the 'Attachments' tab in the scholarship application. A table lists existing attachments: 'JonesAdam_CTE.pdf' (Type: Other) and 'JonesAdam_WAVE_Recommendation.pdf' (Type: Letter Of Recommendation). Below the table is a 'Choose File' button. A red box highlights the 'Type' dropdown menu, which is open and shows 'Transcript' selected. Another red box highlights the 'Comment' field, which contains 'JonesAdam_HS_transcripts'. A third red box highlights the 'Attach' button.

Name	Type	Comment	Include in all Applications	
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>	Edit Delete
JonesAdam_WAVE_Recommendation.pdf	Letter Of Recommendation	JonesAdam_WAVE_Recommendation	<input type="checkbox"/>	Edit Delete

Filename: _____ Size: 0 b Status: 0%

[Choose File](#)

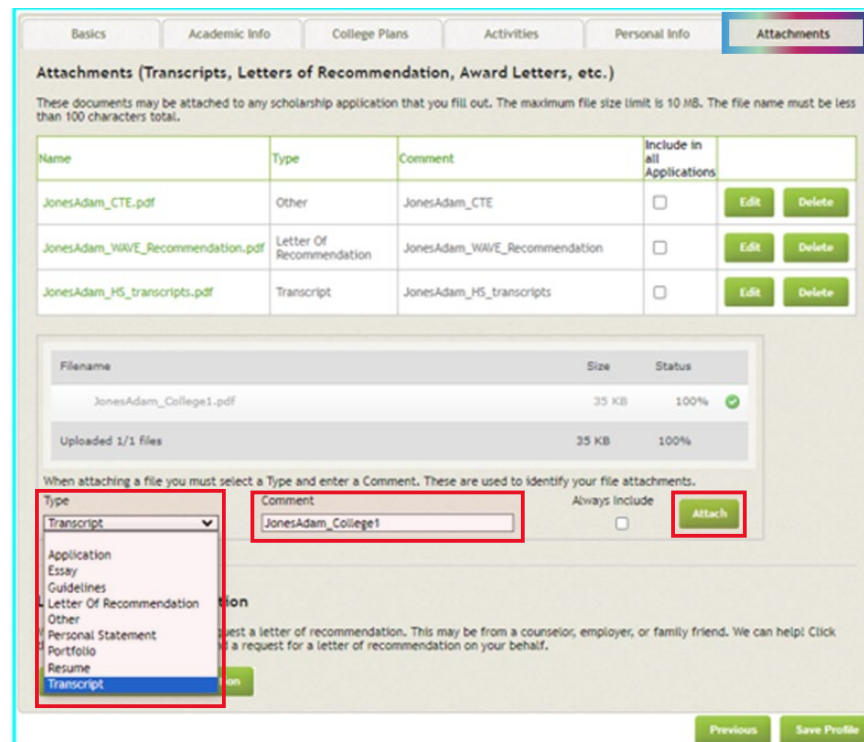
When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: **Transcript** Comment: **JonesAdam_HS_transcripts** Always Include: ☐ [Attach](#)

Application Essay Guidelines Letter Of Recommendation Other Personal Statement Portfolio Resume Transcript


Previous Save Profile

(14) Add college transcripts (if applicable, either official or unofficial copies are accepted):



The screenshot shows the 'Attachments' tab in the scholarship application. A table lists existing attachments: 'JonesAdam_CTE.pdf' (Type: Other), 'JonesAdam_WAVE_Recommendation.pdf' (Type: Letter Of Recommendation), and 'JonesAdam_HS_transcripts.pdf' (Type: Transcript). Below the table is a 'Choose File' button. A red box highlights the 'Type' dropdown menu, which is open and shows 'Transcript' selected. Another red box highlights the 'Comment' field, which contains 'JonesAdam_College1'. A third red box highlights the 'Attach' button.

Name	Type	Comment	Include in all Applications	
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>	Edit Delete
JonesAdam_WAVE_Recommendation.pdf	Letter Of Recommendation	JonesAdam_WAVE_Recommendation	<input type="checkbox"/>	Edit Delete
JonesAdam_HS_transcripts.pdf	Transcript	JonesAdam_HS_transcripts	<input type="checkbox"/>	Edit Delete

Filename: JonesAdam_College1.pdf Size: 35 KB Status: 100% 

Uploaded 1/1 Files

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type: **Transcript** Comment: **JonesAdam_College1** Always Include: ☐ [Attach](#)

Application Essay Guidelines Letter Of Recommendation Other Personal Statement Portfolio Resume Transcript

Previous Save Profile

(15) Once all required WAVE documents are added, select [Save Profile](#) at the bottom right of the page.

Basics

Academic Info

College Plans

Activities

Personal Info

Attachments

Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Name	Type	Comment	Include in all Applications
JonesAdam_CTE.pdf	Other	JonesAdam_CTE	<input type="checkbox"/>
JonesAdam_WAVE_Recommendation.pdf	Letter Of Recommendation	JonesAdam_WAVE_Recommendation	<input type="checkbox"/>
JonesAdam_HS_transcripts.pdf	Transcript	JonesAdam_HS_transcripts	<input type="checkbox"/>
JonesAdam_College1.pdf	Transcript	JonesAdam_College1 transcripts	<input type="checkbox"/>

Add Document to this Profile

Letters of Recommendation


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Request Letter of Recommendation

Previous

Save Profile

(16) Selecting [Save Profile](#) will automatically refresh to page to the green *My Matches* tab.



My Home | Logout

Search Scholarships

My Profile

My Matches

My Applications

My Settings

My Messages

My Matches

Scholarship Matches Just For You

Here are the results of comparing your Profile with available scholarships. We're only showing you scholarships where you meet ALL the minimums and that are currently accepting applications. If you're not seeing anything:

- take a look at your profile to be sure you've given us as much as you can
- if it's "off-season" (April – November) most scholarships aren't accepting applications right now. Check out All Matches to see what it is coming up!

Be sure to read the scholarship's details and eligibility requirements before you apply! Once you apply, you can find those applications on the My Applications tab.

My Matches

100% Perfect Matches

Scholarships of Interest

College Matches

New Matches

All Matches

Active Scholarships

The system could not find any scholarship matches for you. If you haven't already, please complete your profile; otherwise, try clearing out any filters you've placed by clicking on "All Matches" above.

ADD MORE INFO

GET MORE MATCHES

You may choose to log off or further refine your WAVE application on your WashBoard Seeker account.