

CONDITONAL GRANT PROGRAM (COVID APPLICATION GUIDELINES)

Due to COVID-19, TxDOT is providing an alternative process to mail-in applications. Please see the changes and available resources to you for completion and submission. *Please note, not every section is mentioned in this list. You must still follow the application requirements that are not affected by COVID-19 listed on page 2-4. The application must be received in its entirety for it to be reviewed.* **Your application must be received no later than March 1st, 11:59pm CST.**

1. Your application can now be filled out online and emailed directly to the Conditional Grant Administrator. You may need to use an interactive PDF program such as Adobe to complete the application. Please fill in every section that applies to you. The application for download can be located at: <https://www.txdot.gov/careers/students.html>
2. Page 5: Section B, Part 1 or 2 (*depending on your status*): You must submit a current official high school transcript OR current college/university students must provide an official college transcript. If less than 30 semester hours completed, must submit an official high school and college transcript. Have transcripts sent to email address below.
3. Page 5: Section B, Part 1 (*Required for high school students only*): This is to be completed by your direct counselor or registrar. You will email this to them for their signature which they can also do electronically. If you were unable to take the SAT or ACT this year, please have your counselor or registrar mark "N/A" in the appropriate fields.
4. Page 7: Section D, Part 1: Have parent or guardian provide electronic signature.
5. Page 7: Section D, Part 3: If you cannot make it to the office of a local notary for signature, please utilize a Remote Online Notary. You can utilize this website: <https://www.onlinenotary.us/> They utilize a two-step identity verification system including a two-way videoconference session with an interactive electronic version of the document that is digitally signed by both parties.

Additional Information! DO NOT FORGET:

6. Page 7: Section D, Part 2: Be sure to provide your signature in section that begins with, "Under the family code..." regardless of your "Yes" or "No" answer above.
7. Page 8: Section E: Do not forget to attach your tax return to your application or as a separate attachment in your email. You must provide the most current tax return whether you have filed as an independent or you have been claimed as a dependent by parent/guardian.

Please email your complete application including all required documents to the email below:

Jennifer Levine (Conditional Grant Coordinator) at: JLEVINE@txdot.gov

Questions? Please call: (512) 416-3180