

HOPE

SCHOLARSHIP

WEST VIRGINIA

Helpful Tips Before You Begin Your Application



To apply for the West Virginia Hope Scholarship Program, you will need to create an account within EMA. EMA is our Education Market Assistant. EMA will help facilitate all your child's scholarship needs. As you manage your child's scholarship account, EMA will be there throughout the entire process to help make your child's educational journey a success.

What information will I need to apply?

- ✓ EMA requires a valid West Virginia physical and mailing address.
 - If you have any trouble with your address not validating within the platform, please visit <https://tools.usps.com/zip-code-lookup.htm?byaddress>. There you can enter your address and the United State Postal Service will provide you with the validated address. Often, it's as simple as updating the abbreviation for "Street", "Road", etc.
- ✓ You will need your child's WVEIS ID. It is very important in determining eligibility. Please double-check that you have entered the WVEIS ID correctly before submitting your student's application.
 - WVEIS IDs are 9 or 10 digits and can be found on report cards or your student may know it. If your student is entering kindergarten and does not have a WVEIS ID, you will need to contact your local county board of education to be assigned one through the Notice of Intent to Participate in the Hope Scholarship process.
 - Students who are initially assigned WVEIS IDs by Barbour, Berkeley, Boone and Braxton counties may only see an 8-digit number due to a leading zero that is not typically displayed on report cards.
- ✓ The spelling of your student's name is very important. Please spell your child's name as it is written on their birth certificate.
- ✓ Please double-check your student's date of birth for accuracy.
 - Governing regulations require your student be five years old by July 1st of the year in which they are starting kindergarten (ex: by July 1, 2023 for the 2023-24 school year) and your student must not be older than 21 years old.
 - If your child is currently a senior in high school and will be graduating, they are not eligible for the Hope Scholarship for the subsequent school year. Graduation from a secondary school program ends eligibility for the Hope Scholarship Program.
- ✓ Please enter the grade level that your student will be in for the year for the 23-24 school year.

- ✓ You must submit a copy of your child's birth certificate with the application as well as proof of West Virginia residency. Proof of West Virginia Residency can be satisfied by choosing **one** of the items from the list below:
 - Two West Virginia utility bills not more than 60 days old from two different companies, not including termination notices
 - Tax records with a West Virginia address matching the address on the application
 - Proof of West Virginia home ownership, such as a mortgage document or homeowner's insurance document
 - A valid West Virginia vehicle registration card
 - A West Virginia Voter's Registration card
 - Residential rental or lease agreement
 - Proof of public assistance through the West Virginia Department of Health and Human Resources
- ✓ Supporting documentation must be uploaded using the Document Upload tool found on the application page.
 - Up to 5 files with a file size of less than 10 MB may be uploaded.
 - Please upload documents only of the following types: PDF (.PDF) and image files (.JPG, or .PNG).
- ✓ It is important that you ensure all the information has been accurately entered to avoid any delay in determining your student's eligibility.

I have more questions, what should I do?

- ✓ A dedicated contact center is available if you have any questions. The contact center can be reached at (833)622-6819 Monday – Friday from 8:00 a.m. ET to 5:00 p.m. ET. You can also e-mail WVHope@emaportal.org. We are here to help you.