

**DETAILED INSTRUCTIONS FOR COMPLETING YOUR
PHILLIPS SCHOLARSHIP APPLICATION
HIGH SCHOOL STUDENTS**

The detailed instructions should answer questions you have while completing the Phillips Scholarship application. If you are confused by a question, refer to the detailed instructions for the page that it is on for more information.

IMPORTANT GENERAL INSTRUCTIONS:

- Access the application at the [Prospective Applicants page](#) of our website and either complete it on your computer or by hand. A handwritten application is just as acceptable as one completed on the computer, as long as it is neat and legible. Be sure to choose the High School version.
- If you choose to complete the application on the computer, please note the following:
 1. There are tool tips available when you mouse over each field.
 2. With a multiple-line answer, tab to the next line instead of hitting enter.
 3. If a calculated line doesn't automatically calculate, keep tabbing through the series of entries, or mouse over the desired calculation box and it will complete the calculation.
 4. We suggest that you print a copy of the application, assemble all information and fill out a handwritten draft copy.
 5. If you have downloaded the most recent version of Adobe Reader (<http://get.adobe.com/reader>) you should be able to save each page and go back to it. Please double check that you can save the pages and go back to them before you get too far in the application process. If you are unable to save the pages, complete and print each page in one sitting. When printing each page choose the option "Print Current Page" not "Print Current View," which prints only a portion of the page.
- **Deadline:** The deadline is the postmarked date of May 1st, however, submitting your application as soon as it is complete is advisable.
- **Copy Your Application Materials:** Make a copy of your application materials in case the application is lost.
- **Appearance & Timeliness:** The neatness, legibility, completeness of replies and your ability to follow directions will influence your selection as an award recipient. Late or incomplete applications will not be considered.
- **Postcard/E-mail Confirmation:** When we receive your application, we will send you a postcard or e-mail notifying you of its receipt. All applicants will receive notification of our award decisions by mid-June.
- **Complete Application:** The application must include all required materials as listed on page 4 of the application. Applications with items mailed separately will not be considered.
- **Mailing Instructions:** Mail materials in a 9x12 or larger envelope and send regular mail only. (Deadline is postmarked date of May 1st not a delivery date). Do not use FedEx, USPS Express or Certified mail, or any delivery mode that requires a signature on receipt as it will help us avoid long lines at the Post Office or missed packets at the office! You may use the U.S. Postal Delivery Confirmation Service. For a small fee, this service will provide the date, zip code and the time your packet was delivered through their Track and Confirm Tool.
- Send your application packet no later than the postmarked deadline of May 1st to:

**The Stephen Phillips Memorial Scholarship Fund
P.O. Box 870
Salem, MA 01970**



REGISTRATION – THE LAST STEP

When your application is complete and ready to submit, but before you seal it in the envelope, return to the Scholarship website's Prospective Applicants page and [REGISTER ONLINE](#).

Please complete the registration form only once, and be sure to use standard capitalization (do not use all caps or all lower case). Accurate registration information will reduce database entry time and increase the accuracy of our record for you. In the interests of your security, note that we ask only for the last four digits of your Social Security number on the Registration Form and throughout the Application itself.

Once you complete the registration form, you will receive an email containing your Registration Number, a unique number that will link your actual application to your registration. Please write this number on the line marked ONLINE REGISTRATION NUMBER at the top of page one of the application and check the box to indicate that you have registered.