

DETAILED INSTRUCTIONS FOR COMPLETING YOUR PHILLIPS SCHOLARSHIP APPLICATION for COLLEGE STUDENTS

These detailed instructions should answer any questions you have while completing this application. If you are confused by a question, refer to the detailed instructions for the page where the question appears 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. Be sure to complete the college version if you have already attended at least one semester of college. Use the high school version even if you have been out of high school for a while, but have not yet attended college. A handwritten application is just as acceptable as one completed on the computer, as long as it is neat and legible.
- We suggest that you print a copy of the application, assemble all information and fill out a handwritten draft copy first.
- If you choose to complete the application on the computer, please note the following:
 1. With a multiple-line answer, tab to the next line instead of hitting enter.
 2. 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.
 3. As long as 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.
 4. When you mouse over any blank line, a "tool tip" will appear to clarify what is being asked.
- **Deadline:** The deadline is the postmarked date of May 1, 2012. As a current college student, you may complete the application as soon as you have your Student Aid Report from the FAFSA. **DO NOT WAIT FOR AN UPDATED FINANCIAL AID AWARD LETTER** for the coming year. Use the most recent financial aid information you have for the **CURRENT YEAR (2011-2012)** which should be available on the financial aid portal of your school's website. Remember to order your high school transcript early; it is easiest if you do it while you are home on vacation.
- **Copy Your Application Materials:** Make a copy of your application materials in case the application is lost.
- **Appearance and Timeliness:** The neatness, legibility, completeness of replies and your ability to follow directions will influence our review of your application. We do not accept late or incomplete applications.
- **Postcard/E-mail Confirmation:** When we receive your application, we will send you a postcard or e-mail notifying you of its receipt. If you haven't heard from us by May 15, please email or call us to be sure that we have received your application. 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 (with the exception of a high school transcript for college students) will not be considered.
- **Mailing Instructions:** Mail materials in a 9"x12" or larger envelope and send regular mail only. Do not use FedEx, USPS Express or Certified mail, or any delivery mode that requires a signature on receipt. This helps us avoid long lines at the Post Office or missed packets at the office! You may use the U.S. Postal Service Delivery Confirmation. For a small fee, the Post Office's Delivery Confirmation Service will provide you with 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 1 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, return to the Scholarship website's [Prospective Applicants](#) page and [register](#). This should be done ONLY WHEN you are ready to mail your application. 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 for us and increase the accuracy of our record for you.

Once you submit your registration, you will receive an email with your Registration Number. Please write that number on the appropriate line at the top of Page 1 of the application. Also check the box next to Online Registration to indicate that you have registered online. The Registration Number is a unique identifier that will ensure that we match your paper application to your registration information in our database.

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.