

EAST HAMPTON HIGH SCHOOL

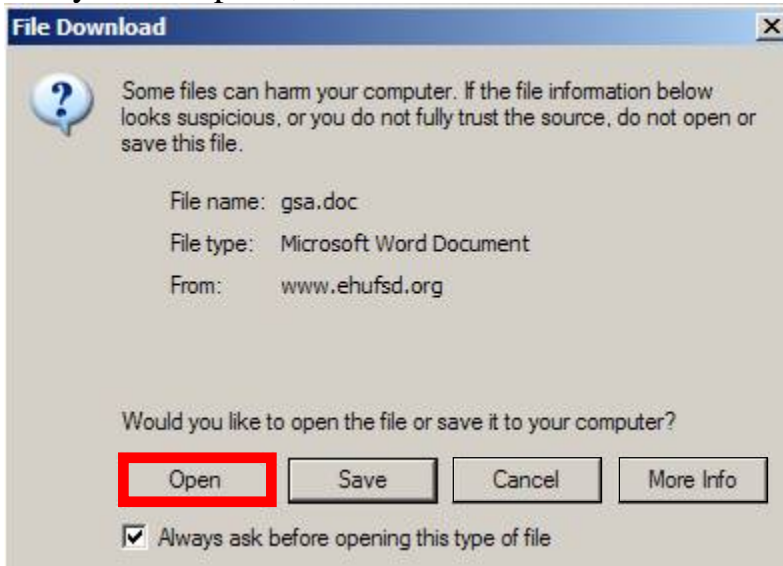
Local Scholarship Application Instructions

Step 1:

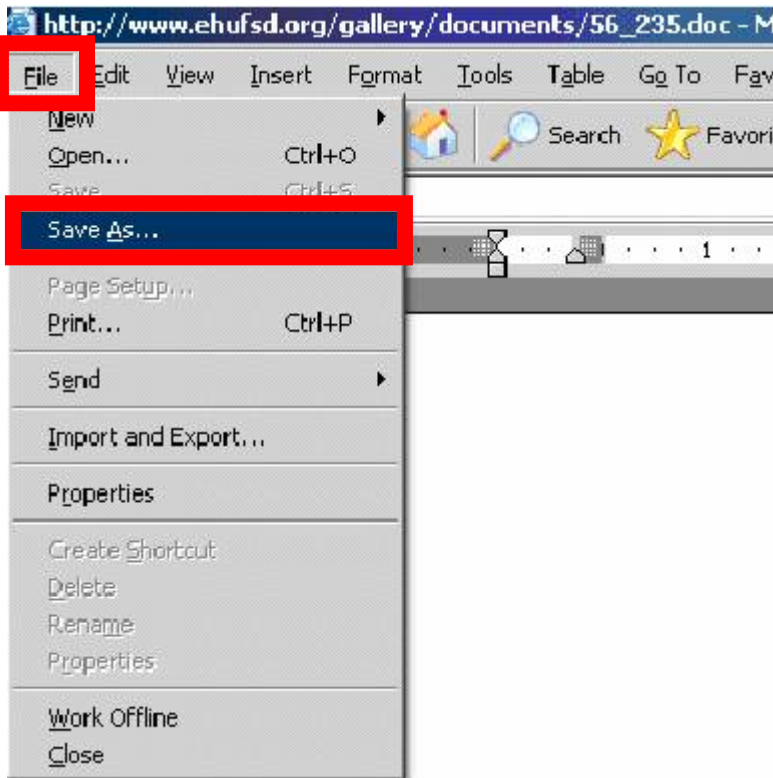
Please review the list of **LOCAL SCHOLARSHIPS**, noting the specific criteria for each one.

Step 2:

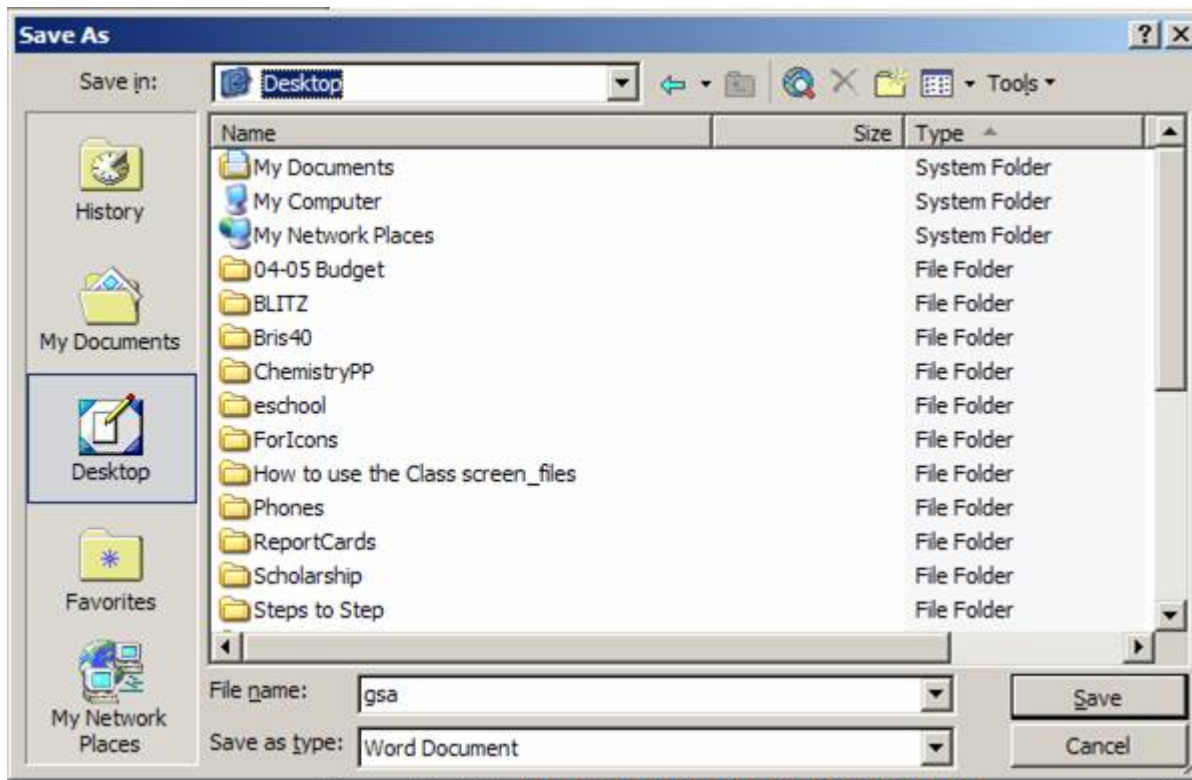
- 1) Complete the **Local Scholarship Application** on-line by clicking in the rectangular boxes to select/de-select a choice and by completely filling in all the gray text fields.
- 2) You can move from blank field to blank field by pressing the TAB key on your keyboard. The computer will automatically format your typed responses.
- 3) Click [here to launch the Local Scholarship Application](#) (Microsoft Word 2000 or later required to use this option.) Choose “**Open**” when asked if you like to open the file or save it to your computer, as shown below.



- 4) Make sure that you review your completed applications for mistakes, typographical errors, etc.
- 5) Save the completed application to your local computer by clicking on the “**FILE**” menu, then “**Save As...**” as shown below.



6) Save the application to your **DESKTOP** to make it easy to find. Save your application with your own **file name** (this example uses the filename gsa.) Then click **“Save”**!



7) Print a copy for each scholarship that you wish to apply to. You must submit **one copy** of your application (with

corresponding essay if required) and a résumé for **each Local Scholarship you are sumitting.**

Step 3:

On the **Local Scholarship Application Checklist** indicate which scholarships you want to apply for by marking the appropriate boxes. Print **one copy** of the **Local Scholarship Application Checklist.**

Step 4:

Indicate by highlighting or circling the designated scholarship name listed on page one for **each Local Scholarship Application you are submitting.**

Each copy of the application should have a different scholarship highlighted.

Step 5:

Submit the completed applications and corresponding essays, with your résumés attached, to The Guidance and Counseling Department no later than **MARCH 26, 2010** we will supply your recommendation, weighted GPA and rank to each application.

FINAL SUBMISSION PACKET

1. One **Local Scholarship Application Checklist** (signed by parent and student)

2. **Local Scholarship Applications and résumé** with corresponding essays (if necessary) for EACH scholarship you are applying for.
 - a.) Highlight or circle the designated Scholarship Sponsor (listed at the top of the application) for each Scholarship you are applying for.

3. Submit by Deadline Date- March 26, 2010

*NOTE: For Scholarships not using the General Application you must submit the blue *Transcript/Recommendation Request Form* for any scholarship that requires a supplementary transcript and/ or recommendation.