

Instructions for completing a 'Fill-In-The-Blank' Scholarship Application

There are two options for completing your scholarship application:

1. Complete the application using your computer.

- You must use Microsoft WORD version 97 or above.
- You **must save** the blank application form to your own folder, disk/CD or hard drive. Saving your work on the original application form posted on an intranet site, website, etc. will allow others to view your personal information.
- In newer versions of WORD, you must verify that your security setting for macros is at medium. Click on Tools, Macro, then Security. Set to medium and save this change. Close out of the document. When you re-open your saved blank application, you will be prompted to "enable macros." This is required for completion of the circle option buttons on the application form. **While use of this program is at the user's discretion, Scholarship America ensures that macros contained in the application are safe and reliable.**
- After saving the blank application to your personal file, fill in the form by using the 'Tab' key to move between fields as you enter information.

NOTE: *If macros are not enabled, all circle buttons on the first page will need to be filled in by hand after you have printed the application.*

OR

2. Print the blank application and complete it using pen or typewriter.

Whichever option you use, be sure to have someone complete the Applicant Appraisal and the Transcript section (if applicable.)

PLEASE NOTE:

All applicants must print the blank third page of the application and submit it to the appropriate individuals for completion. This page contains the Applicant Appraisal and the Transcript Information sections. These sections cannot be completed on the computer.

Mail your completed application form (including page 3) with a current, complete official transcript of grades to Scholarship America by the program's application postmark deadline.

Important Reminder: *RENAME the file or SAVE TO YOUR PERSONAL FILE OR FOLDER before completing the 'Fill-in-the-blank' application on the computer. If you fail to do so, your personal information will be available to other users.*