PHI SIGMA SIGMA
Foundation

2018-2019 Scholarship/Educational Grant Application Instructions/Checklist

Important Information

Deadline is April 10, 2018

Part time alumnae students may apply for educational grants!

Uploaded documents should be Word or PDF format and the file name should include your name (no commas).

All recommendations must be on the provided form.
The Recommendation Form can be accessed here.

The 2018-2019 Scholarship/Education Grant Application Is Electronic!

The application may be accessed here. You will be asked to log in to the sisters only section of the website. If you have not logged in before, select "Forgot username". If you need additional help, email imis@phisigmasigma.org:

How to find the scholarship application on Phi Sigma Sigma's secure website:
- Go to www.phisigmasigma.org and click on "Sign In" at the top right.
- Once signed in, hover over "Collegians" or "Alumnae". **Collegians** --> Individual Functions --> Scholarship Application. **Alumnae** --> Get Involved --> Scholarship Application.

The application will populate itself with information about you that is currently available in the Fraternity database. However, throughout the application you are provided the opportunity to add/update your information. The more you add/update the more points you will receive.

You are also able to return to your application and make changes up until the final deadline. That means you may return to the application as often as you need to AFTER you submit. In addition, you are able to submit your application and later upload forms like your recommendation or other documents as long as they are uploaded by the application deadline.

The Foundation will automatically consider your application for all of the scholarships for which you are qualified. We will ONLY consider you for educational grants if you complete the financial aid sections of the application.

Information regarding available educational grants, scholarships, and Chapter Educational Funds may be found here. Applicants no longer need to specify which scholarships they are applying for. All applications will be screened for eligibility for all scholarships.

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Take care to follow all directions and comply with all requirements.

In order for your application to be considered, all of the following must be submitted **by April 10, 2018**. **Late materials** will not be considered, and **extensions** will not be granted. To assist you, fill in the date that each requirement was uploaded after receiving them from the appropriate sources.

Keep this page for your records.

	Collegiate Student Date Submitted	Graduate Student Date Submitted
✓ Educational Grant & Scholarship Application		
✓ Current official collegiate transcript		
✓ **One** of the following as appropriate:		
a. graduate/law transcript (returning students)	N/A	
b. letter of acceptance to graduate/law school (new graduate/law students)	N/A	
✓ Recommendation Form, preferably from one of the following: Chapter Advisor, Faculty Advisor, or Panhellenic Advisor		
✓ Personal Statement		

Educational Grant Applicants Only

	Collegiate Student Date Submitted	Graduate Student Date Submitted
✓ Financial Analysis: Completed FAFSA Student Aid Report <u>or</u> FAQ		
✓ Student's Income Tax Return (2016)		
✓ Parent's Income Tax Return (2016)		

An e-mail letter acknowledging the receipt of your application will be sent to you, as will reminders for any missing material. If you do not receive an e-mail within three days of submitting your application, please contact the Foundation at foundation@phisigmasigma.org.

The award winners will be announced summer 2018.