

Instructions for Completing a WORD Fill-in-the-blank Scholarship Application Form

You will need Microsoft WORD version 97 or above to use this file.

There are two options to complete the fill-in-the-blank application form:

1. Complete the application using your computer.

- Save a copy of the form to your personal data storage device.
- In newer versions of WORD, you must set your security for macros to medium. If needed, 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 electronic completion of the circle option buttons on the application form. *While use of this application is at the user's discretion, Scholarship Management Services ensures that macros contained in the application are safe and reliable.*
- Type in your responses using the **Tab** key to move between fields.
- You may save the file while in progress and return to complete or revise it later.
- When finished, print the completed form.

OR

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

Whichever option you use, applicants must print the page(s) of the application containing the Applicant Appraisal and Transcript Information sections and submit to the appropriate individuals for completion (if applicable). These sections cannot be completed electronically.

Mail the completed application form (including the completed Appraisal and Transcript sections, if applicable, and any other required documents) to Scholarship Management Services by the program's application postmark deadline. The mailing address is on the application form.