

## Completing Applications

Helpful Hints for Students:

1. **Follow the directions.** Read all directions carefully, including all supporting documents, and then be sure you follow the directions exactly. If the directions say to write a one-page essay and put “3a” and your name at the top of the page, then that is what you need to do. Reviewers have been known to throw out the second page of an essay that was supposed to be only one page.
2. **Use your computer or type in the information for clarity.** Handwritten applications are usually not acceptable (except maybe for a fast food or box-store job). If the directions say “key in” the information, that means to complete it online and print it out. You do want people to know that you are computer literate!
3. **Provide complete information.** Use your full legal name, not a nickname. The reviewer may cross-check documents, and if the names don’t match, the documents may not connect to you. Avoid abbreviations and acronyms, since the reviewer may not know what “HOBY” is. Remember that there are a lot of high schools in the state, so NHS could be Northampton High School or Nandua High School or any one of a number of other schools.
4. **Use an appropriate email address.** If your email is “deathdragon@...” or “imsogifted@...” or “foxylady@...” you probably want to use a different address for your official correspondence. Addresses that are fine for casual correspondence may be misinterpreted by review panels.
5. **Start in plenty of time to obtain the needed information.** You can’t get a principal’s signature if she is at a conference on the deadline day, and the teacher’s son may come down with the flu on the one day she was planning to work on your letter. Even snow days can’t negate a missed deadline.
6. **Proofread everything before you submit anything.** Check spelling, grammar, spacing, page numbers, dates, phone numbers, and everything else for accuracy. Make sure all requested signatures are included. When competition is fierce, even small details can make a difference!