

TWELVE STEPS TO COMPLETING THE PRESIDENT'S HONORS APPLICATION

This application process requires scanning and uploading your application and all required documents via the Office of Financial Aid and Scholarships website.

Online Application Submission Deadline: **Thursday, December 12, 2019**

Important Note: Hand-written applications will NOT be accepted except when stated otherwise

1. COMPLETE THE ONLINE FRESNO STATE SCHOLARSHIPS APPLICATION

- In order to be considered for the President's Honors Scholarship, you must complete the **Fresno State Scholarships Application**. Please go to:
 - <http://www.fresnostate.edu/studentaffairs/financialaid/scholarships/scholarshipapplication/index.html>
 - The application automatically saves until you are ready to submit it online.

2. DOWNLOAD THE SMITTCAMP FAMILY HONORS COLLEGE-PRESIDENT'S HONORS SCHOLARSHIP APPLICATION

- To download the application, at the top of the page under the **Recommended Opportunity** tab, click on the **Smittcamp Family Honors College** link.
- The application is a fillable PDF. For the latest version of Adobe Acrobat Reader, please visit www.adobe.com.
- At any time, you may clear the entire application by clicking on the RESET button.
- Once you have completed and reviewed your application, click the SAVE AS button to save to your computer until you are ready to print.

3. READ ALL THE INSTRUCTIONS IN EACH SECTION

- Admission to the Smittcamp Family Honors College is highly competitive. It is to your advantage to be accurate and thorough in completing the scholarship application.
- Each section of the application is designed to allow you to fully express your academic and non-academic achievements.

4. COUNSELOR VERIFICATION FORM (Section 3 of the application)

- The President's Honors Scholarship (PHS) application includes a Counselor Verification Form that your counselor or a school official must complete and sign in order to verify your SAT and/or ACT scores, weighted and unweighted GPA, and class ranking.
- Print out the Counselor Verification Form and give it your counselor or a school official to enter all requested information before signing it. **This section can be handwritten.**
- Home schools must provide proof of SAT scores from the College Board and/or proof of ACT scores from ACT.
- You are responsible for including the completed and signed Counselor Verification Form in your application package that you will scan and upload online.
- **Applications received without a completed and signed Counselor Verification Form will not be considered.**

5. LETTERS OF RECOMMENDATION

- A minimum of two letters of recommendation from teachers must be submitted with your application.
- A third letter of recommendation may be included from another teacher, employer, clergy, or mentor.
- Letters of recommendation must be on school or business letterhead and include the signature of the recommender. Letters received without a signature will not be considered.
- Please use the Applicant Recommendation Form for each letter of recommendation.
- **The Applicant Recommendation Form can be handwritten.**

6. OFFICIAL HIGH SCHOOL TRANSCRIPT

- In the Fresno State Scholarships Application, under **Opportunity Specific Questions**, you are required to provide the name and school email address of the school counselor or registrar who will **scan and upload your official high school transcript online** to the Fresno State Scholarships website for your President's Honors Scholarship application.
- Your request will auto-generate an email to the counselor or registrar providing instructions and a link for uploading your official high school transcript.
- You can confirm online that your official transcript has been uploaded. A **Return to Drafted** hyperlinked in blue (e.g., [John Doe - Return to "Drafted"](#)) indicates it has been uploaded. A **Requested** status not hyperlinked in blue (e.g., John Doe (Requested) - indicates it has not been uploaded. You can resend your request by clicking on the **References** tab at the top of the page. You can also change the person who will upload your official transcript and resend a request, in which case **the original request will be removed.**
- If your high school uses Parchment, your electronic official high school transcript must be submitted by the application deadline.
- **Note: Applications received without the addition of an official high school transcript submitted by a counselor, registrar or Parchment will not be considered.**

7. COMPLETE SECTIONS 4 – 7 OF THE APPLICATION THOROUGHLY

- Each section is designed to assess your AP/IB scores, honors, recognitions and awards (academic and non-academic), leadership, work, and community service involvement.
- If you need additional space to enter information, make a duplicate blank PDF copy and fill in the section in which you need more space, print, and scan it along with other documents in your application package.

8. NARRATIVE STATEMENT AND ESSAY QUESTIONS (SECTIONS 8 – 9 OF THE APPLICATION)

- The Narrative Statement, Diversity Awareness Essay, and Personal Inspiration Essay questions allow us to gauge your critical thinking and writing skills. Follow the prompts thoughtfully and carefully.

9. REVIEW YOUR APPLICATION!

- Review your application for misspellings, grammatical or typographical errors, or missing words.
- Have someone (parent, teacher, counselor) proofread your application.
- Make a copy of your application for your records.
- **Handwritten applications will not be considered unless otherwise stated.,**

10. SIGN THE APPLICATION

- Applicants under the age of 18 must include the signature of a parent or guardian.
- **Note: Applications with missing signature(s) will not be considered.**

11. SCAN AND UPLOAD YOUR APPLICATION ONLINE

- In the process of completing the application you can **save** and **edit** your application before printing it.
- Please print and scan your application and required documents into one PDF file (not to exceed 10MB), and upload the PDF online under the Supplemental Questions tab at the top of the page. The online application submission deadline is **December 12, 2019**.
- **Note: There are NO EXCEPTIONS to this deadline under any circumstances.**

12. FINISH AND SUBMIT BUTTON

- Prior to the deadline of December 12, 2019, if you have already submitted your application, you can go back and make edits/changes, re-print, re-scan, and re-submit. The previous submission will be removed.
- **Note: The last application submitted by 11:59 p.m. (P.S.T), on December 12, 2019, will be snapshotted and the application period will then close. No more alterations or deletions are allowed after this deadline.**