

***GOSHEN CENTRAL HIGH SCHOOL
COMMON SCHOLARSHIP ELECTRONIC APPLICATION***

NEW DEADLINE – THURSDAY - APRIL 30, 2020 @ 3:00 p.m.

No applications will be accepted after the deadline

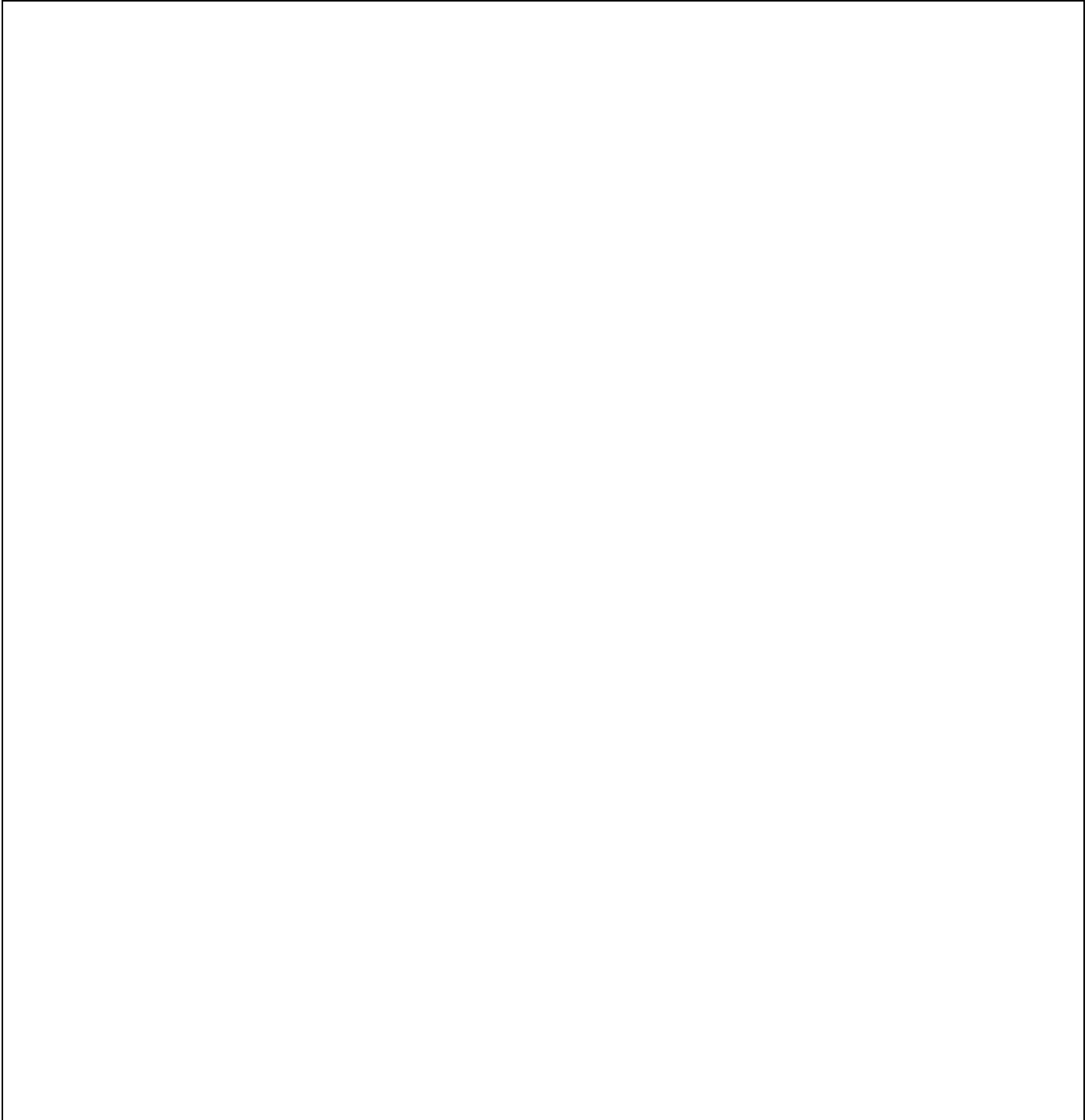
APPLICATION DIRECTIONS

- ❑ Have your printed, completed scholarship application packet in front of you.
- ❑ Save the **Electronic Scholarship Application** that was sent to you via email to your Google Drive in a folder titled **Scholarships**.
- ❑ Find the **Electronic Scholarship Application** in your **Google Drive**.
- ❑ Click on the document and choose **Open With/Kami (Google Chrome Extension)**.
- ❑ Using your printed copy, fill in the questions on the **Electronic Scholarship Application Part I** using text boxes. Change the font size as needed to fit your information in the spaces provided. Move the text boxes if needed to align properly.
- ❑ Click the **save** button on the top of your screen and click **save now** from the drop down menu.
- ❑ **Locate** your populated document in your **Google Drive/Scholarships** and change the title of the document to be **Part I**.
- ❑ **Make a copy of your Part I file.** Title this new document **Part I_II**.
- ❑ Using the **Part I_II** file, fill in **Part II**. **Save** this file to your **Google Drive/Scholarships** as you did with part I.
- ❑ Now make a copy of each of these master copies for each of the scholarships you are applying to. **Name each file as follows: LAST,FIRST_SCHOLARSHIP NAME**
 - ❑ **be sure to title your files exactly in this format and use the title of the scholarship exactly as it appears on the Scholarship Checklist.**
- ❑ **Open** each of your **saved files** and enter the title of the scholarship in **Part I** and your essay if required in **part III** of each of your files as required by the scholarship directions location in the **Scholarship Checklist**.
- ❑ Once you have all the files prepared in your Scholarship folder. Open your email. Draft an email for each scholarship you are applying to addressed to **your** school counselor.
- ❑ The **body** of your email should simply say:

I have attached documents for my application for the (Name of Scholarship). Thank you, (Your Name)
- ❑ The **subject** of the **email** must be the **title of the scholarship** you are sending in that email. **Attach (do not link)** the corresponding document to each email.
- ❑ If you are applying to any scholarships that require supplemental applications, you can download those forms from our website. <https://www.gcsny.org/goshen-high-school/ghsguidance/> Save them to your Google drive, edit, save and email those to your counselor as well. Title the supplemental forms as **Last, First_Scholarship Name_Supplemental**

PART I (continued)

FUTURE PLANS: Please write a brief essay (250 words) describing your educational or vocational plans, why you feel worthy of receiving this scholarship, and how you would use this money if awarded to you. **(Please type or print clearly).**

A large, empty rectangular box with a thin black border, intended for the student to write their 250-word essay. The box occupies most of the page below the instructions.

PART 2 - FINANCIAL NEED INFORMATION

Name _____ Student ID# _____

Many local scholarships use “financial need” as one of their criteria for selection. Please complete the following information requested below if you are applying for any scholarships that require a Part 2. Answer all questions.

Total number of people currently living in household: _____

Please list the siblings in college and where they are attending: _____

Estimated cost (tuition and room and board only) for colleges to which you have applied: _____

Have you received any grants or scholarships already? Yes ___ No ___ If yes, list amount: _____

Please check off a total income range for your parent(s) **before** taxes:

Under \$25,000/yr. _____ \$25,000-\$50,000/yr. _____ \$50,000-\$75,000/yr. _____

\$75,000-\$100,000/yr. _____ \$100,000-\$150,000/yr. _____ \$150,000-\$200,000/yr. _____

Over \$200,000/yr _____

Have you submitted (or are you going to submit) the Free Application for Federal Student Aid?

Yes _____ No _____

Total amount that you and your parents have saved for **your** college education: _____

What are your plans for the coming summer?

In the box below, list the components of the financial aid package offered by your college (if available) using the following format:

Name of Scholarship/Loan/Grant - Amount

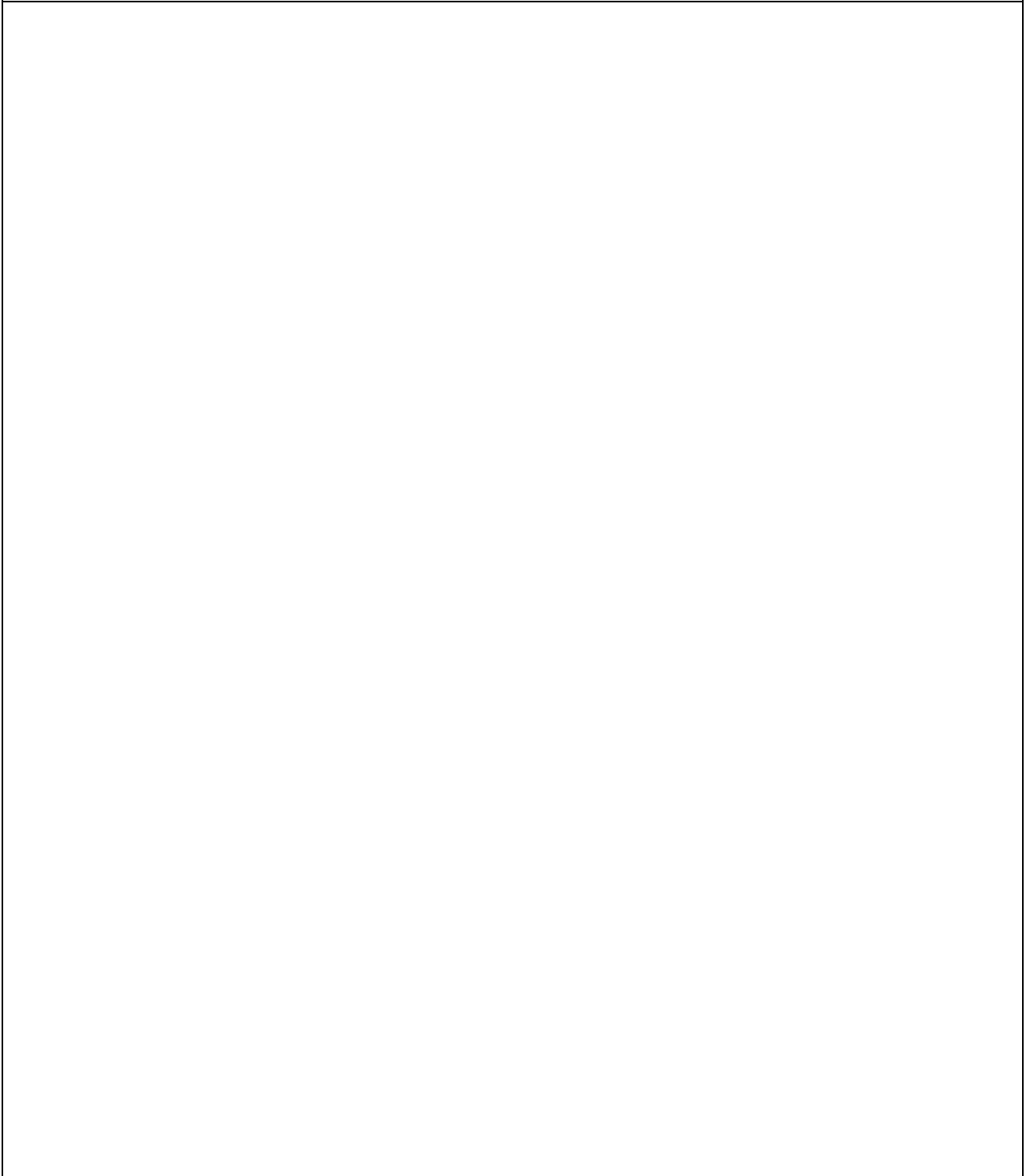
Use the space below to explain any special circumstances that may affect your ability to pay the cost of attending college next year.

SIGNATURE OF STUDENT

SIGNATURE OF PARENT

PART 3 - SCHOLARSHIP ESSAY # _____ for

Scholarship (Title) _____

A large, empty rectangular box with a thin black border, occupying the majority of the page below the title. It is intended for the student to write their scholarship essay.

Continue your essay here if it will not fit in the first box provided.

A large, empty rectangular box with a thin black border, intended for the student to continue their essay. The box is vertically oriented and occupies most of the page's width and height.