



2018-2019 NHS Scholarship Application Procedures

The application process for the NHS Scholarship Program is administered online by International Scholarship and Tuition Services (ISTS.) The deadline to complete and submit the student portion of the application form is **December 7, 2018**. The deadline to submit recommendations and certifications is December 14, 2018.

Advisers: Please distribute this full document to each applicant and the school principal.

Students:

- Create an account on the ISTS website at <https://aim.applyists.net/NHS>. If prompted, enter program key `NHS.`
- Complete the student portion of the application. You can make changes to your application until December 7, 2018. The student portion of the form will be **read-only** after December 7, 2018.
- You must have **three** recommendations to complete the application process. On the recommendations tab, enter the name and e-mail address of your NHS adviser, school principal, and a third faculty member for the corresponding recommendation requests.

The third recommendation must be submitted by another faculty member (i.e. teacher, guidance counselor, coach, assistant principal, etc.)

- ISTS will send an automated e-mail to each individual with instructions and a code to complete their verifications. Please be sure you've entered the correct email addresses, and **verify receipt with each individual**.
- Stay in touch with your recommenders and check your application status regularly. **Prior to December 14, 2018**, confirm that all three recommendations have been submitted. Applicants are responsible for verifying completion of their application by the established deadlines. Applications missing recommendations are **incomplete and will not be evaluated**.

Troubleshooting: Applicants also have the option to **print** a hardcopy of the recommendation request and provide to recommenders if there are any issues receiving the email from ISTS.

For assistance: If you experience any problems with the online process, please refer to the FAQs section of your application, or contact ISTS at NHS@applyISTS.com or (877) 960-3439. **ALL** technical issues must be forwarded to ISTS during the application process.



Recommendations

Once the applicant has completed the recommendations tab on the application, ISTS Inc. will send you an e-mail containing instructions and a supplement code. Your recommendation is a supplement to the student's application and is **required** in order to complete the process. Incomplete applications are not considered.

When you receive the email:

- Create your account on the ISTS website at <https://aim.applyists.net/NHS>.
- When you receive the recommendation email, open the link in the email and enter the supplement code in the supplement code box.
- Advisers and principals, follow the instructions to certify that you have reviewed the student's responses and that they are correct insofar as the official school records indicate. For students who have suggested demonstrated financial need, certify their eligibility for participation in the National School Lunch Program.
- Provide your recommendation in the space provided by **December 14, 2018**.
- Notify each applicant that you have completed this step.

Troubleshooting: Applicants also have the option to **print** a hardcopy of the recommendation request and provide to you if you experience any difficulty receiving the email from ISTS. Please explore this option before calling for assistance.

For assistance: If you experience any problems with the online process, please contact ISTS at NHS@applyISTS.com or 877-960-3439. **ALL** technical issues must be forwarded to ISTS prior to the deadline.