

## INSTRUCTIONS FOR COMMON APPLICATION – LOCAL SCHOLARSHIPS

1. Visit: [www.ashland.k12.or.us/scholarships](http://www.ashland.k12.or.us/scholarships), scroll down the page and click on “Local Scholarships” to find these instructions and the following information:
  - Local Scholarship List
  - Common Application
  - Supplemental InformationPlease read the “Local Scholarship Information” before proceeding
2. Review “Local Scholarship List” to see scholarships for which you are eligible
3. To begin the application scroll down, click on “Common Application,” & follow these instructions:
  - Download the AHS Common Application to the desktop by clicking on the underlined arrow in the top right hand corner. Do not use the website version.
  - Save to desktop as the name of the scholarship
  - Open desktop file and begin the application. Do not use the website version.
  - Follow the instructions on the first line of the application (type in CAPS). The font will shrink to accommodate the length of the scholarship name.
  - Once the application is completed and saved to the desktop, for the next scholarship, right click on the PDF, click “copy,” right click anywhere on the desktop and click “paste,” and change the scholarship name.
  - Save your separate scholarship files to One Drive for future reference
  - Open the new copy and change the name within the application to the next scholarship
4. Fully complete the application (no blank lines) – type “N/A” if not applicable
5. If you have a previously completed Activities Chart – you may insert instead of re-typing
6. Spell check your application:
  - Click “Edit” at top of screen
  - Scroll down and click “Check Spelling”
  - Click “Check Spelling in Comments and Fields”
7. To continue your application at home, email the application from school to your personal email by attaching the saved file on the desktop.
8. Print your application – If page 5 and/or 6 do not apply, you may select to print pages 1-4
9. Click on “Supplemental Information” to see what is required for each scholarship application
10. Complete/attach supplemental information if required
11. Staple the application – no folders necessary
12. Application Deadline: February 18, 2020
13. For questions & to submit your completed application – see Karyn Barats in the Counseling Office

**If selected as a scholarship recipient, invitations will be delivered in early May**

**SCHOLARSHIP AWARDS NIGHT  
Wednesday, May 20, 2020  
7:00 PM in the AHS Theater**