



2015-16 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 online form is February 16, 2016. The deadline for advisers and principals to complete and submit their recommendations and certifications is February 24, 2016.

Advisers: Please distribute these procedures to each applicant and the school principal.

Students:

- Go to <https://aim.appivis.net/NHS>, create an account using your email address and a password. If you are prompted for a Program Key, enter NHS.
- You can make changes to your application until February 16, 2016. The student portion of the form will be read-only after February 16.
- Complete the student portion of the application.
- On the recommendations tab, enter the name and email address of your NHS adviser (or guidance counselor) for the corresponding verification, recommendation, and electronic signature request. ISTS will send an automated email to that individual with instructions and a code to complete the verification, recommendation, and electronic signature.
- Enter the name and email address of your principal in the corresponding recommendation and electronic signature request. ISTS will send an automated email to him or her with instructions and a code to complete the recommendation and electronic signature.*
- Prior to February 24 confirm that both your adviser and principal have completed their portions. You can log into your account at any time to check the status of your application.

*Students may choose to print a hard copy of the recommendation request and distribute it to their adviser and principal. Please do not delay in verifying that your recommendations have been submitted. The adviser and principal portions must be done by February 24.

For assistance: If you experience any problems with the online process, please refer to the FAQs section of your application, or contact ISTS at 855-670-4787 or ContactUS@adpiv.ists.com. ALL technical issues must be forwarded to ISTS.

Advisers or Counselors:

- Once the student has filled out the recommendations tab on the application, ISTS, Inc. will send you an email that will include instructions and a supplement code. Your verification, recommendation, and signature are supplements to the student's application. Create an account with your email address. Enter the supplement code in the supplement code box.
- 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.
- Provide your recommendation in the space provided.
- For students who have demonstrated financial need, certify their eligibility for participation in the National School Lunch Program.
- Electronically sign the student's application to complete the adviser/counselor verification requirement.
- Notify each applicant that you have completed this step.

Principals:

- Once the student has filled out the recommendations tab on the application, you will receive an email from ISTS, Inc. that will include instructions and a supplement code. Your verification, recommendation, and signature are supplements to the student's application form. Create an account with your email address. Enter the supplement code in the supplement code box.
- Provide your recommendation in the space provided.
- For students who have demonstrated financial need, certify their eligibility for participation in the National School Lunch Program.
- Review the application form for accuracy and confirm that it has been signed by the student and the adviser (or counselor), and electronically sign the form to complete the process.
- You must select "yes" to confirm the recommendation and complete the application process.
- Notify your applicant that you have completed this step.

*Students may choose to print a hard copy of the recommendation request and distribute to their adviser and principal.

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