

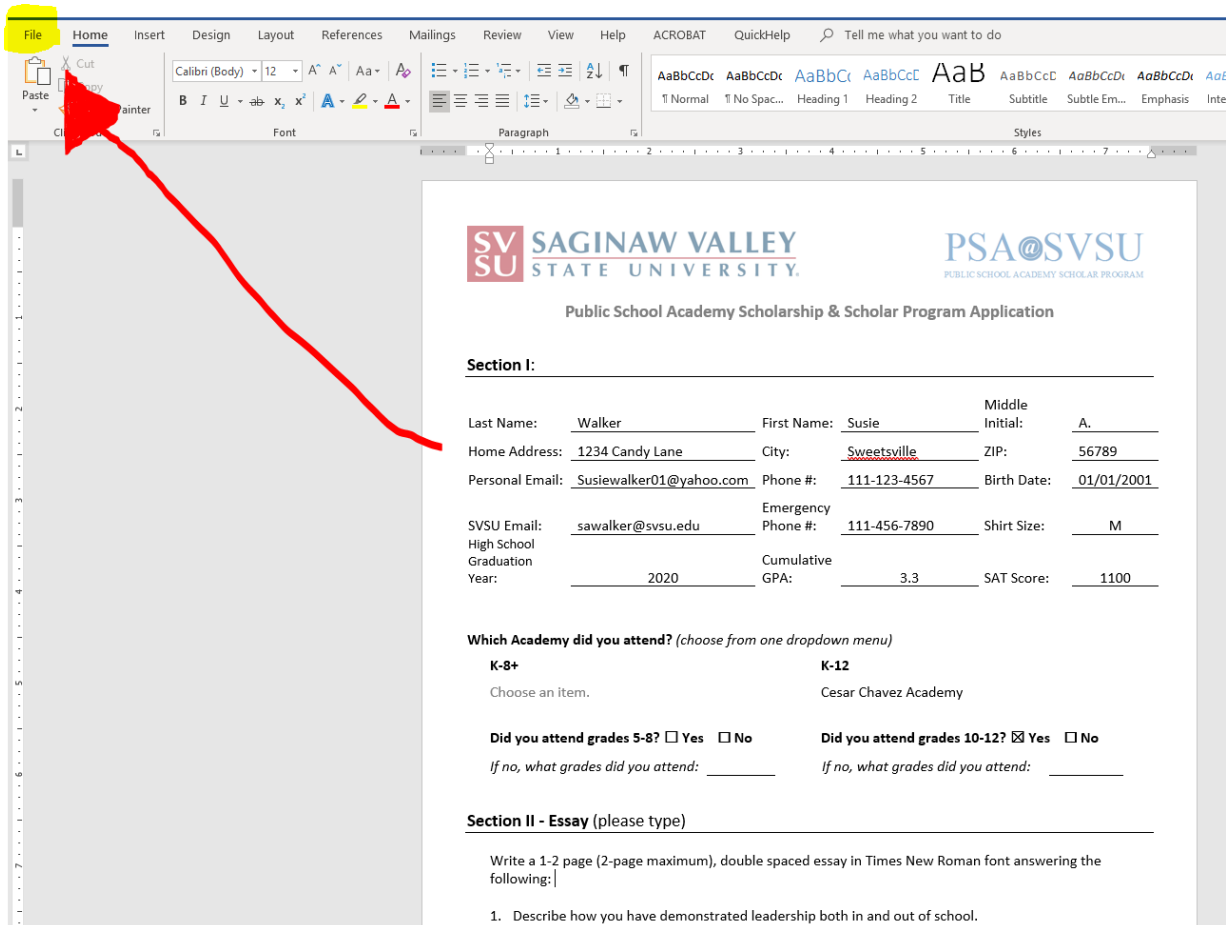
1. To the right, click “Scholarship Application.”

The screenshot shows the 'Public School Academy Scholar Program Application' page on the SVSU Applications portal. The page header includes the SVSU logo and 'Applications' text. A navigation bar at the top left shows 'SAGINAW VALLEY STATE UNIVERSITY' and 'CALENDAR'. On the right, there are links for 'Log In' and 'Help'. The main content area is divided into two columns. The left column contains application details: 'Internal Submission Deadline: Friday, January 31, 2020' with a PDF icon and a link to 'ADD TO CALENDAR'; 'Administrator(s): Public School Academy (Owner)'; 'Category: PSA Scholar Program'; 'Award Cycle: 2020-2021'; 'Number of Applications: 1'; 'Allowed Per Applicant: Unlimited'; 'Number of Possible Awardees: Unlimited'. Below this is a 'Description' section with the question 'Do you qualify for the PSA scholarship?' and a bulleted list of criteria: attending an SVSU authorized Public School Academy, being a graduating senior, and having received an acceptance letter. A note states that meeting all criteria automatically qualifies the applicant. The right column is titled 'Application Tools' and features a large 'Apply' button. Below that, under 'Competition Files', the 'Scholarship Application' link is highlighted in yellow.

2. To download and save the file, select “Open with: Microsoft Word” then click “OK”

The screenshot shows a file opening dialog box titled 'Opening PSA Scholarship App.docx'. The dialog box contains the following information: 'You have chosen to open: PSA Scholarship App.docx which is: Microsoft Word Document (266 KB) from: https://svsu.infoready4.com'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with Microsoft Word (default)' (selected with a radio button), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background of the dialog box shows a blurred view of the application page from the previous screenshot.

- Fill out the application. To save the document, click "File" located in the top left-hand corner.



SVSU SAGINAW VALLEY STATE UNIVERSITY **PSA@SVSU**
PUBLIC SCHOOL ACADEMY SCHOLAR PROGRAM

Public School Academy Scholarship & Scholar Program Application

Section I:

Last Name:	<u>Walker</u>	First Name:	<u>Susie</u>	Middle Initial:	<u>A.</u>
Home Address:	<u>1234 Candy Lane</u>	City:	<u>Sweetsville</u>	ZIP:	<u>56789</u>
Personal Email:	<u>Susiewalker01@yahoo.com</u>	Phone #:	<u>111-123-4567</u>	Birth Date:	<u>01/01/2001</u>
SVSU Email:	<u>sawalker@svsu.edu</u>	Emergency Phone #:	<u>111-456-7890</u>	Shirt Size:	<u>M</u>
High School Graduation Year:	<u>2020</u>	Cumulative GPA:	<u>3.3</u>	SAT Score:	<u>1100</u>

Which Academy did you attend? (choose from one dropdown menu)

K-8+ Choose an item.	K-12 Cesar Chavez Academy
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Did you attend grades 5-8? Yes No **Did you attend grades 10-12?** Yes No

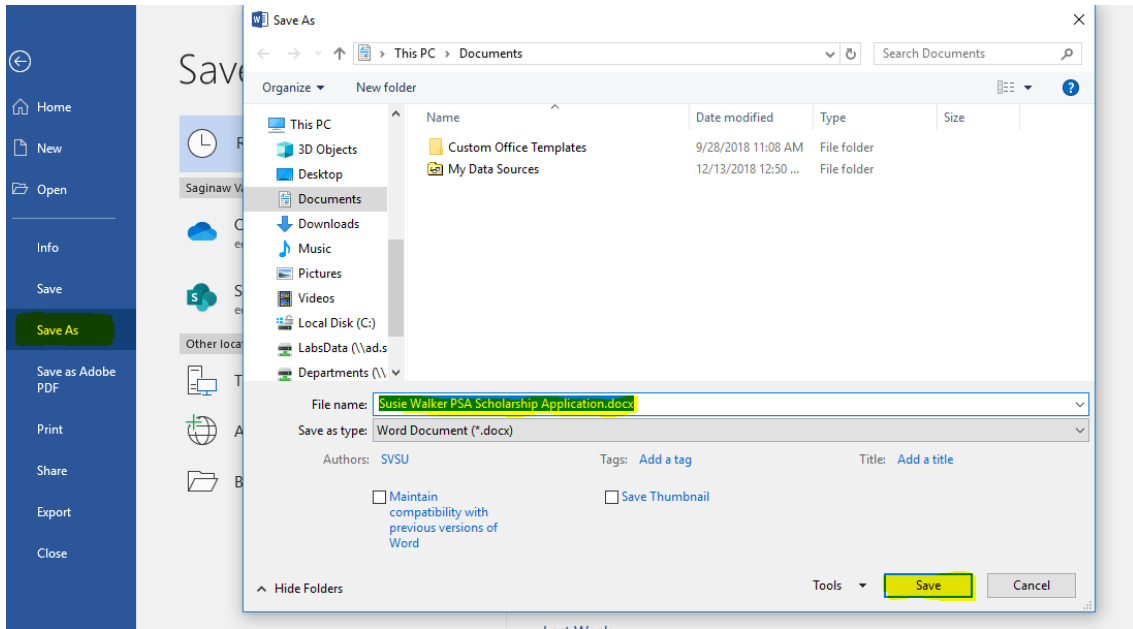
If no, what grades did you attend: _____ If no, what grades did you attend: _____

Section II - Essay (please type)

Write a 1-2 page (2-page maximum), double spaced essay in Times New Roman font answering the following:

- Describe how you have demonstrated leadership both in and out of school.

4. In the Drop down menu, select “Save as.”
 - a. Save your document as your first name, last name, and the title of the form.



Example: “**Susie Walker PSA Scholarship Application**”

5. Log in using SVSU credentials.



6. Click the “My Application” button and fill out the information.

STATE UNIVERSITY. UNIVERSITY

SAGINAW VALLEY STATE UNIVERSITY APPLICATIONS CALENDAR

Application: Public School Academy Scholar Program Application

Complete and submit the application below. The Personal Details section will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

Details ▾

* indicates required

Application ID: (not yet assigned)

*First Name: Susie

*Last Name: Walker

*Mailing Address: 1234 Candy Lane ?

*SVSU Student ID Number: 012345

*SVSU Email: sawalker@svsu.edu

*Personal Contact Number: 111-123-4567

Details

My Application

Competition Files

Scholarship Application

7. To upload you application, click the “Browse” button.

1

Upload Files ▾

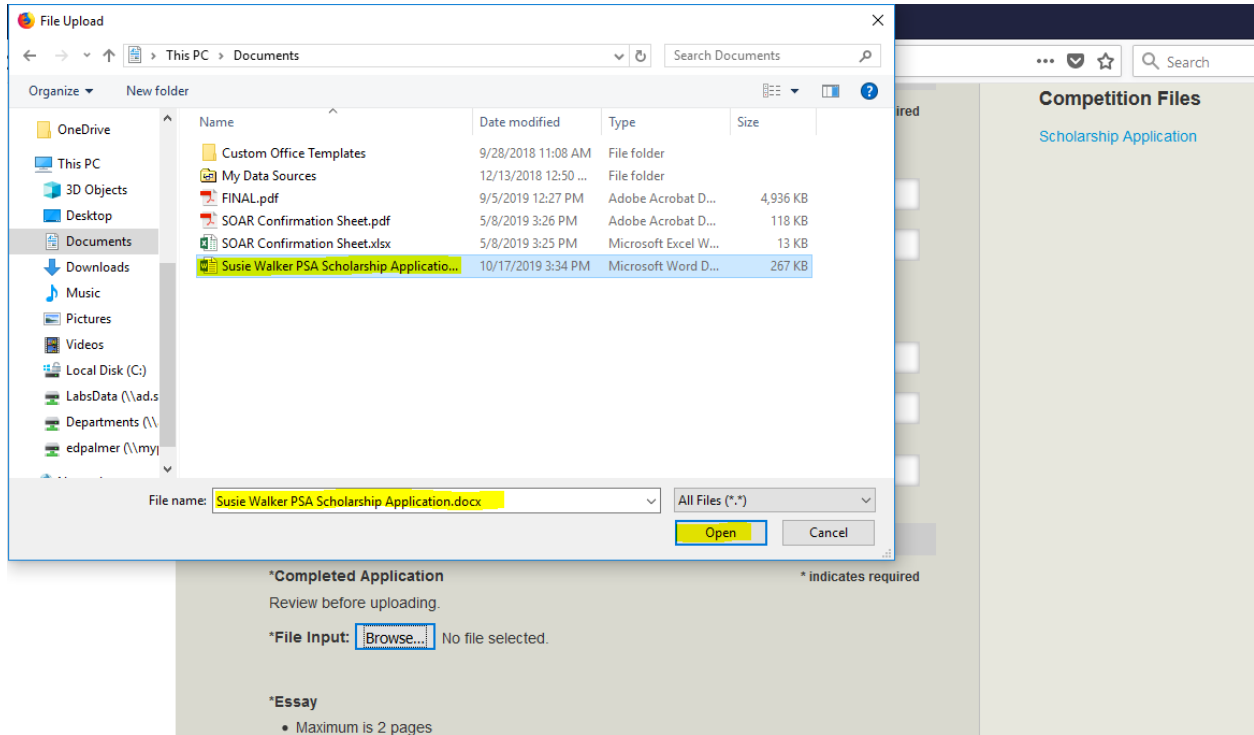
*Completed Application * indicates required

Review before uploading.

*File Input: Browse... No file selected.

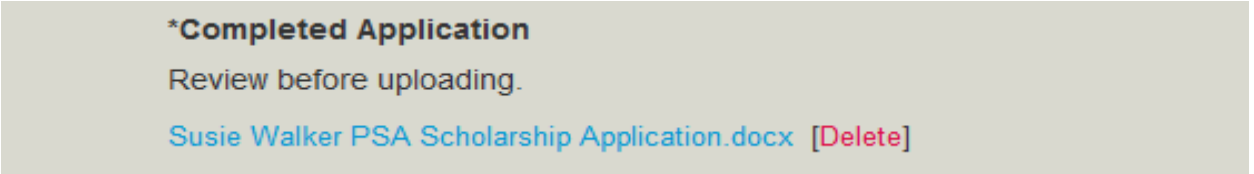
8. Find the application you just saved and open it.

2



9. This is what your submission will look like when you successfully upload your application.

3



10. Use the same process to upload your Essay and Letters of Recommendation.

Upload Files ▾

***Completed Application** * indicates required
Review before uploading.

Susie Walker PSA Scholarship Application.docx [Delete]

***Essay**

- Maximum is 2 pages
- PDF or Word document only

Susie Walker Essay.docx [Delete]

***Recommendation Letter**
PDF or Word document only.

Susie Walker Recommendation 1.docx [Delete]

***Recommendation Letter**
PDF or Word document only.

Susie Walker Recommendation 2.docx [Delete]

11. Agree to the terms and Click the button to submit the application.

I have uploaded the proper documents.

Questions or concerns may be addressed to George Copeland, Public School Academy Transition Coordinator. You can reach Mr. Copeland at gmcopela@svsu.edu and (989)-964-7374