

APPLICATION INSTRUCTIONS FOR COLLEGE STUDENTS

Please read the following instructions carefully before submitting your scholarship application. Incomplete applications will be disqualified from the selection process.

- **UPDATE YOUR ADOBE READER SOFTWARE** to prevent software problems. This free download is available at www.adobe.com.

- **COMPLETE YOUR APPLICATION MATERIALS ON A COMPUTER.** Handwritten applications are not accepted. If you have any questions regarding the completion process, please contact Doreen Brown at DeKalb County Community Foundation via phone (260) 925-0311 or email dbrown@dekalbfoundation.org.

- **GRADE TRANSCRIPT** – If applicable, include an OFFICIAL copy of your college grade transcript with your application or have it electronically sent to dbrown@dekalbfoundation.org by your college.

- **VERIFY ALL REQUIRED DOCUMENTS HAVE BEEN COMPLETED** by reviewing the “Required Forms” section listed on the scholarship’s informational page. Place forms in the order listed. It is not necessary to include a copy of the scholarship’s informational page. The Scholarship Cover Page is used to identify which scholarship you are applying for. Also, please do not send a resume, use colorful paper or submit your application materials in a binder.

- **SUBMIT ONE COPY OF YOUR APPLICATION ON PAPER** along with other required documents to the address indicated on the informational page for the scholarship.