



## 2016-17 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 **February 1, 2017**. The deadline to submit recommendations and certifications is February 10, 2017.

**Advisers: Please distribute these procedures 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 February 1, 2017. The student portion of the form will be **read-only** after February 1.
- You must have **three** recommendations to complete the application process. On the recommendations tab, enter the name and email 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. guidance counselor, coach, assistant principal, etc.)

- ISTS will send an automated email 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.
- **Prior to February 10**, confirm that all three individuals have completed their recommendations. You can log into your account at any time to check the status of your application. Applicants are responsible for verifying completion of their application by the established deadlines. Applications missing recommendations are **considered incomplete**.

Troubleshooting: Applicants also have the option to **print** a hard copy of the recommendation request and provide it 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 855-670-4787 or [ContactUs@applyISTS.com](mailto:ContactUs@applyISTS.com). **ALL** technical issues must be forwarded to ISTS.



## Recommendations by Advisers, Principals, and Other Faculty

Once the applicant has completed the recommendations tab on the application, ISTS Inc. will send you an email 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 you are provided 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 demonstrated financial need, certify their eligibility for participation in the National School Lunch Program.
- Provide your recommendation in the space provided.
- Notify each applicant that you have completed this step.

Troubleshooting: Applicants also have the option to **print** a hard copy of the recommendation request and provide it 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 855-670-4787 or [ContactUs@applyISTS.com](mailto:ContactUs@applyISTS.com). **ALL** technical issues must be forwarded to ISTS.