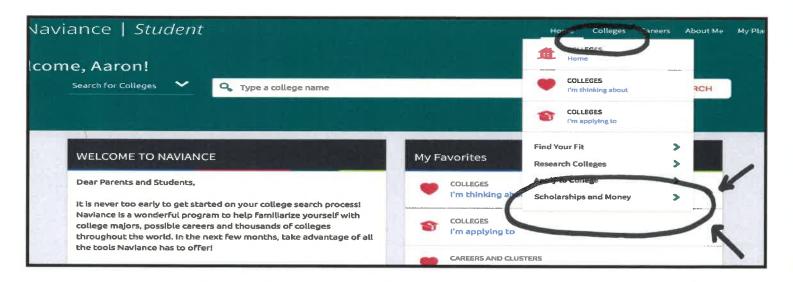
APPLYING FOR LOCAL SCHOLARSHIPS 2018-2019

Step 1: Download the Scholarship Guide and highlight the scholarships you are eligible for

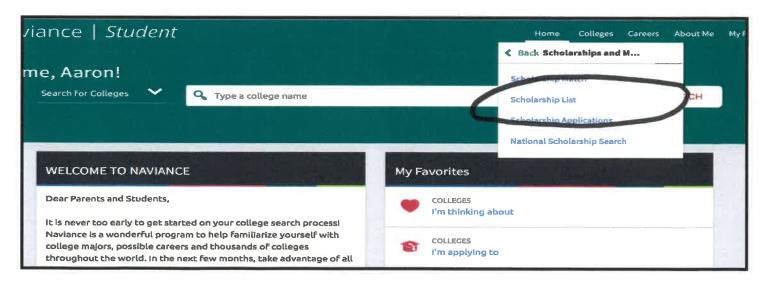
- The Scholarship Guide can be found on google classroom and/or https://www.hanoverschools.org/hanover-high-school/guidance-counseling
- The guide is also located in Naviance in the application section (instructions below)

Step 2: Download the Applications for the Scholarships in Naviance

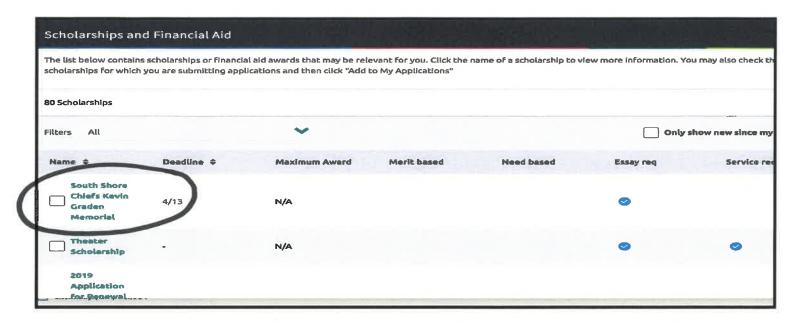
- Log on to Naviance
- Click the header "Colleges"
- Click "Scholarships and Money"



Click "Scholarship List"



Click the name of the scholarship you are applying to



• Click the file listed under "Application form" to down the application



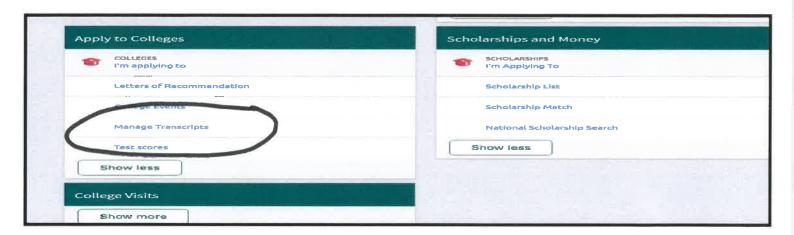
• Complete the application and mail to the address listed.

Step 3: Request Transcripts and Letters of Recommendations

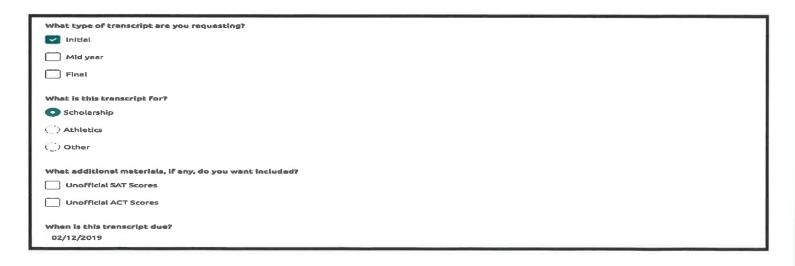
- Log on to Naviance
- Click the header "Colleges"
- Click "Colleges Home"



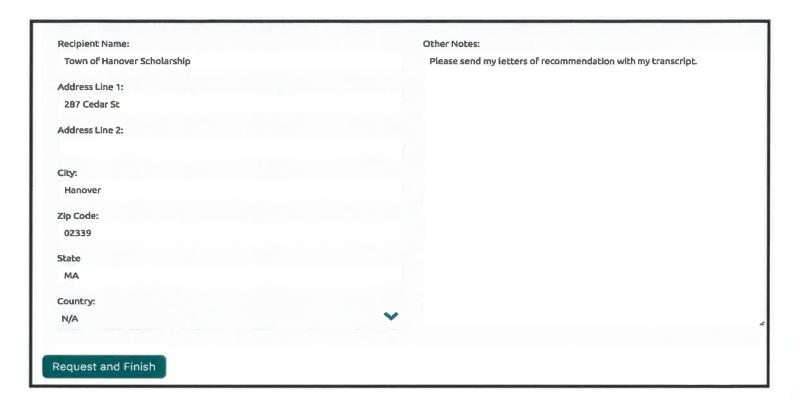
Click "Manage Transcripts" under "Apply to Colleges"



- Click the (+) sign and select "Other Transcripts"
- Check "Initial" next to "What type of transcripts are you requesting?"
- Select the bullet "Scholarships"
- Leave the SAT/ACT score section blank
- Enter in the due date under "When is transcript due?"



- Enter in the recipient name or name of scholarship under "Recipient Name"
- Enter in the address of the scholarship in "Address Line, City, State and Zip Code"
- In "Other Notes," Add "Please send my letters of recommendation with my transcript" if required by the scholarship.
- When finished, click "Request and Finish"



The guidance office will send all transcripts and letters of recommendations (if applicable) directly to the scholarship committees.

The student is responsible for submitting the applications and requesting transcripts and/or letters of recommendations by the deadline listed.

Any incomplete applications will NOT be reviewed by the scholarship selection committee. There are no exceptions.