



## REGISTRATION – THE LAST STEP

When your application is complete and ready to submit, return to the Scholarship website's New Applicants page and register. This should be done **ONLY WHEN** you are ready to mail your application. Please complete the registration form only once, and be sure to use standard capitalization (do not use all caps or all lower case). Accurate registration information will reduce database entry time and increase the accuracy of our record for you. In the interests of your security, you will note that we ask only for the last four digits of your Social Security number on the Registration Form and throughout the Application itself.

After you have registered and before you mail your application, be sure that the box on Page 1

"I HAVE REGISTERED ONLINE" is checked

### IMPORTANT GENERAL INSTRUCTIONS TO REVIEW:

- The application may be downloaded (PDF) and completed by computer, although a handwritten application (with the exception of the essay) is just as acceptable as long as it is neat and legible.
- We suggest that you print a copy of the application, assemble all information and fill out a handwritten draft copy. When you have gathered all required information for completing the application, finish it in one sitting as you will not be able to save any part of the form unless you have Adobe Acrobat software. When the application is complete, print two copies – one to submit and one to keep for your records.
- If you are completing the application on a computer, while typing responses to questions requiring multiple lines, tab to the next line as opposed to hitting enter.
- **Deadline:** The deadline is the postmarked date of May 1<sup>st</sup>; however, submitting your application as soon as it is complete is advisable.
- **Copy Your Application:** Make a copy of your application materials in case the application is lost.
- **Appearance & Timeliness:** The neatness, legibility, completeness of replies and your ability to follow directions will influence your selection as an award recipient. Late or incomplete applications will not be considered.
- **Postcard/E-mail Confirmation:** When we receive your application, we will send you a postcard or e-mail notifying you of its receipt. All applicants will receive notification of our decisions by mid-June.
- **Complete Application:** The application must include all required materials as listed on page 5 of the application. Applications with items mailed separately (with the exception of a high school transcript for college students) will not be considered.
- **Mailing Instructions:** Mail materials in a 9"x12" or larger envelope and send regular mail only. Do not use FedEx, USPS Express or Certified mail, or any delivery mode that requires a signature on receipt as it will help us avoid long lines at the Post Office or missed packets at the office! You may use the U.S. Postal Service Delivery Confirmation. For a small fee, the Post Office's Delivery Confirmation Service will provide you with the date, zip code and the time your packet was delivered through their Track and Confirm Tool. Copy the following link for more information:  
<http://www.usps.com/send/waystosendmail/extraservices/deliveryconfirmationservice.htm>
- Mail your application packet no later than the postmarked deadline of May 1<sup>st</sup> to:

**The Stephen Phillips Memorial Scholarship Fund**  
**P.O. Box 870**  
**Salem, MA 01970**