Application Process

We have designed a simple, two-part system to make applying for multiple CHS scholarships as efficient as possible. By completing your demographic data just once, you can reuse that information for every application you submit, saving you significant time.

Part I: One-Time Completion (Demographic Data)

The first step requires you to establish your profile data that will be attached to all of your applications.

1. Complete the Form

You must complete the <u>CHS Scholarship Demographic Information Form</u>. This is a **one-time action**; you will use the resulting document for every scholarship application you submit.

2. Receive and Save the Document

You will receive your completed, personalized Scholarship Demographic Information **Document via email** as a PDF attachment.

ACTION REQUIRED: You must **save and retain this specific PDF file** in a secure and accessible location. You will use this file when you move on to Part II.

Part II: Submitting Your Scholarship Applications

This stage requires submitting an application for each scholarship you wish to be considered for.

File Preparation and Checklist

CRITICAL: File Format - All files uploaded within this form MUST be in PDF format¹.

PREPARE all required uploads *before* starting the application form.

Here is a full listing of all potential attachments that could be uploaded (requirements vary by scholarship):

- Scholarship Demographic Information Document (emailed to you in Part I of this process)
- Student Aid Report (SAR)
- SAT results
- ACT results
- Essay
- Resume
- CHS Transcript
- Additional Materials (up to 5 items: Coaches Form, Recommendation Letters, Acceptance Letters, etc.)

1. Complete the Application Form

For every scholarship you wish to apply for, you must complete and submit the corresponding **CHS Scholarship Application Form**.

2. Upload Your Demographic Document

During the submission of **each** CHS Scholarship Application Form, you will be prompted to upload your demographic information.

You must upload the PDF file you saved from Part I.

3. Upload Other Required Attachments

Based on the specific scholarship you are applying for, you will be prompted to upload any additional required documents from the checklist above (e.g., SAR, Essay, Transcript). **Be sure to review the specific requirements for each scholarship carefully.**

¹ Creating a PDF from a physical document? We recommend using the **Adobe Scan** mobile app. Download it here: <u>Google Play Store (Android) | Apple App Store (iOS)</u>