



# PHI SIGMA SIGMA FOUNDATION

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## **2023-2024 Scholarship/Educational Grant Application Instructions/Checklist**

***Deadline is April 12, 2023.***

### **IMPORTANT REMINDERS**

- *Uploaded documents should be PDF format and the file name should include your name (no commas).*
- *All recommendations must be completed as directed in the application.*
- *The 2023-2024 Scholarship/Education Grant Application Is electronic.*

### **COMPLETE THE APPLICATION**

The application may be accessed [here](#). You will be asked to log in to the sisters only section of the website. If you have not logged in before, select “Forgot username”. If you need additional help, email [datacoor@phisigmasigma.org](mailto:datacoor@phisigmasigma.org):

#### **How to find the scholarship application on Phi Sigma Sigma’s secure website:**

- Go to [www.phisigmasigma.org](http://www.phisigmasigma.org) and click on “Sign In” at the top right.
- Once signed in, hover over "Collegians" or "Alumnae". **Collegians** --> Individual Functions --> Scholarship Application. **Alumnae** --> Get Involved --> Scholarship Application.

The application will populate itself with information about you that is currently available in the Fraternity database. However, throughout the application you are provided the opportunity to add/update your information. The more you add/update the more points you will receive.

You are also able to return to your application and make changes up until the final deadline. That means you may return to the application as often as you need to AFTER you submit. In addition, you can submit your application and later upload forms like your recommendation or other documents as long as they are uploaded by the application deadline.

***The Foundation will automatically consider your application for all the scholarships for which you are qualified. We will ONLY consider you for educational grants if you complete the financial aid sections of the application.***

Information regarding available educational grants, scholarships, and Chapter Educational Funds may be found [here](#). Applicants no longer need to specify which scholarships they are applying for. All applications will be screened for eligibility for all scholarships.

**Take care to follow all directions and comply with all requirements.**

For your application to be considered, the following must be submitted **by April 12, 2023**. **Late materials** will not be considered, and **extensions** will not be granted. To assist you, fill in the date that each requirement was uploaded after receiving them from the appropriate sources.

APPLICATION CONTINUES ON THE NEXT PAGE

**KEEP THIS PAGE FOR YOUR RECORDS**

	Collegiate Student <u>Date</u> <u>Submitted</u>	Graduate Student <u>Date</u> <u>Submitted</u>
✓ Educational Grant & Scholarship Application	_____	_____
✓ Current official collegiate transcript	_____	_____
✓ <b>One</b> of the following as appropriate:		
a. graduate/law transcript (returning students)	N/A	_____
b. letter of acceptance to graduate/law school (new graduate/law students)	N/A	_____
✓ Recommendation Submission, preferably from one of the following: Chapter Advisor, Faculty Advisor, or Panhellenic Advisor	_____	_____
✓ Personal Statement	_____	_____
<u>Educational Grant Applicants Only</u>		
✓ Financial Analysis: Completed FAFSA Student Aid Report <u>or</u> FAQ	_____	_____
✓ Student's Income Tax Return (2021)	_____	_____
✓ Parent's Income Tax Return (2021)	_____	_____

An e-mail letter acknowledging the receipt of your application will be sent to you, as will reminders for any missing material. If you do not receive an e-mail within three days of submitting your application, please contact the Foundation at [fndscholarship@phisigmasigma.org](mailto:fndscholarship@phisigmasigma.org).

**The award winners will be announced in Summer 2023 with checks to be distributed in early January 2024.**