



Simon Scholars Program Online Application Guide

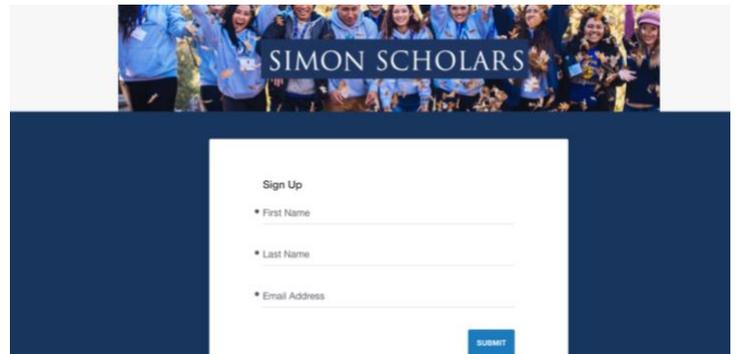
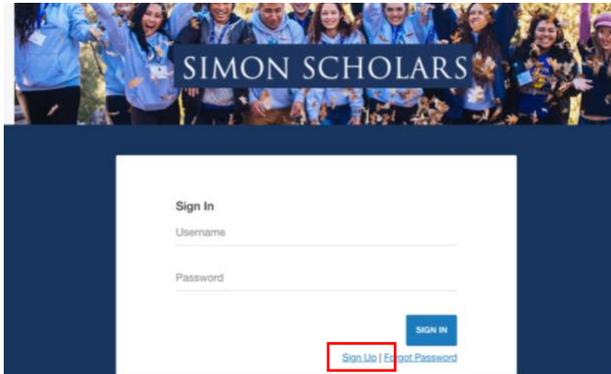
Table of Contents:

1. Signing Up
2. Starting Your Application
3. Notes Before You Go:
 - a. Required Questions
 - b. How to Save Your Application
 - c. Navigating the Menu
 - d. GPA Requirements
4. Guardian, Residency, and Tax FAQs
 - a. Guardian Questions
 - b. Residency Questions
 - c. Household Size and Dependents
 - d. Tax Uploads
5. Short Answer Prompts
6. Submitting Your Application

If you have any questions or need further support in submitting your application, please email recruitment@simonscholars.org

1) Signing-Up

- a. In order to being your Simon Scholars application, you must first sign up using this link: <https://simonscholarsfoundation.force.com/>
- b. After entering your first name, last name, and email check your inbox for a confirmation email where you can create a password. If you do not see an email within a few minutes of clicking “Submit”, check your spam folder.



2) Starting Your Application

- a. To complete your application you will need:
 - i. Your contact information
 - ii. The contact information of a Parent or Legal Guardian
 - iii. The most recent federal tax return of your parent or legal guardian
 - iv. Contact information (full name and email address) of least 2 recommenders
- b. When you are ready to begin your application answer the first question “Yes” and select the term of which you will be applying

Note: Only current Sophomores in Simon Scholars partner high schools are eligible to apply

-Simon Scholars will obtain your academic transcript from your school.

-Two recommendations are required to accompany your application for it to be considered complete. You may provide up to three recommenders. Upon submitting your recommenders' contact information, your recommenders will be emailed a Recommendation Request via email. **All recommendations are due at 11:59pm PST on Monday, February 28th, 2022.**

-Gray dots indicate required questions. Required questions must be answered in order to complete and submit your application.

Thank you for your interest in the Simon Scholars Program!
If you have any questions, please contact recruitment@simonscholars.org.

Are you ready to begin your application? ▼

Yes

Term ▼

Spring 2022 - Simon Scholars Application

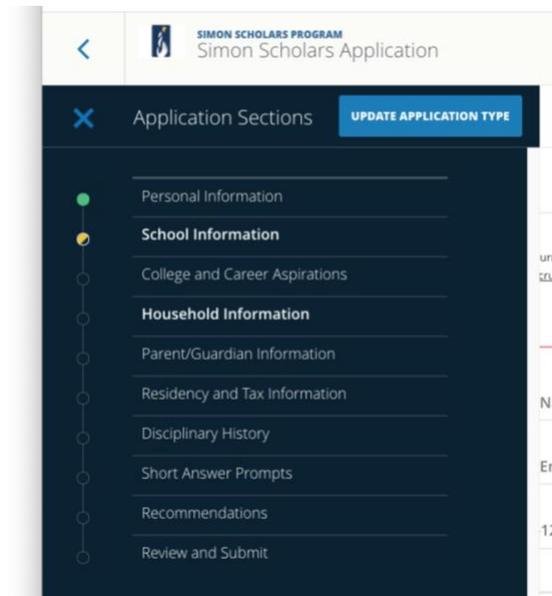
START APPLICATION

3) Notes Before You Go:

- a. Required Questions: any questions with a gray dot are required. Applications will not be able to be fully submitted if any required questions are not completed.

- b. Saving Your Application: In order to save your application, you must hit “continue” at the bottom left corner of each page. You are able to sign out and sign in of your application to complete at different times but to ensure your data is saved, click “continue” throughout your application.

- c. Navigating the Menu: on the left side of the screen is the application menu. On this menu you can navigate to all different sections of the application. You can also view each sections completion status.
- Green circles indicate an application section is fully complete.
 - Yellow circles indicate an application section is partially completed.
 - Blank circles indicate a section has not yet been completed.



- d. GPA Requirements: You will need your weighted cumulative GPA in order to apply. This will be your GPA that takes your Freshman and Sophomore year grades into account. GPA should be a 3.2 and above to apply.

4) Guardian, Residency and Tax Frequently Asked Questions

- a. Parent and Guardian Questions
- In the parent and guardian information section you are asked to provide all known information about your biological parents as well as information for any additional guardians. You should input at least two sections worth of information (for biological parents). If you do not know the answers and/or are not in contact with one of your biological parents please input N/A or 0 for all necessary questions.



b. Residency Questions

- i. All residency questions are in regards to your (the applicant's) residency status. The Simon Scholar Program is open to all students, no matter their residency status. All residency and tax information is confidential and will not be shared with outside entities.

c. Household Size and Dependents

- i. All tax questions refer to the most recent tax documentation of the applicant's parent or guardian.
- ii. Household size refers to the total number of people listed in your current household as listed on your guardian's tax information meaning all independent tax filers as well as dependents.
- iii. Dependents refers to the total number of individuals claimed as dependents on your guardian's tax form. This can be found in the dependents section on the 1040 tax form.

d. Tax Uploads

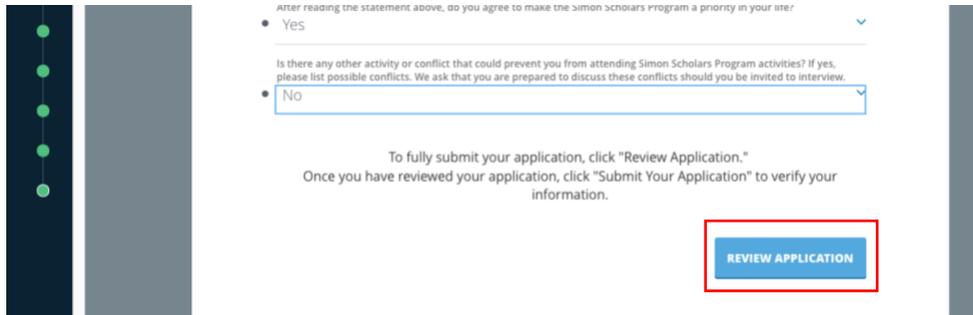
- i. If your parent or guardian filed 2021/2020 tax forms you will be required to upload a copy of their 1040 tax form. An example of this form can be found at <https://www.irs.gov/pub/irs-pdf/f1040.pdf>
- ii. If your parents filed a Schedule C form, you will also be required to upload a copy of this. *Note: Not everyone will have filed a Schedule C form*
- iii. If your parent or guardian did not file 1040 or Schedule C tax forms you will be asked to upload any additional documentation you may have that can help verify income information. These forms may include W2 forms, or any additional government assistance documentation.
- iv. Acceptable upload formats are JPG and PDF

5) Short Answer Prompts

- a. You will be required to answer to three prompt questions. Your responses should be between 250 to 350 words. We recommend everyone type out their responses in Microsoft Word (or another word processing system) to double check spelling, grammar, and word counts.
- b. Remember to save! As you type your prompt responses, repeatedly click "Continue" on the bottom of the screen to ensure you do not lose your work.

6) Submitting Your Application

- a. To fully submit your application you must first review it. Once you have finished all application sections, click “Review Application”



After reading the statement above, do you agree to make the Simon Scholars Program a priority in your life?

- Yes

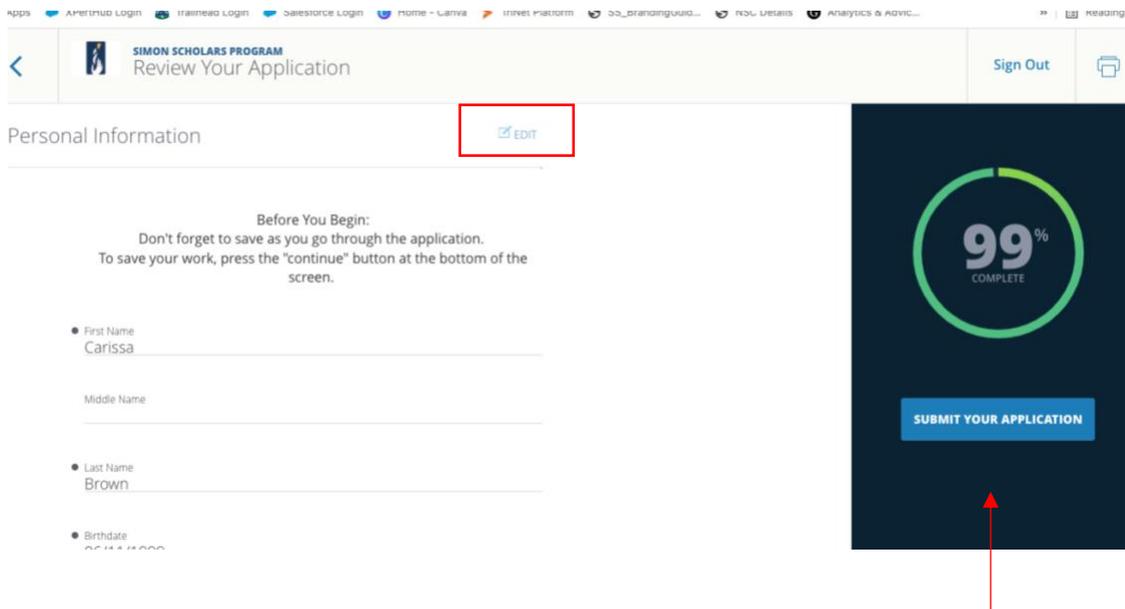
Is there any other activity or conflict that could prevent you from attending Simon Scholars Program activities? If yes, please list possible conflicts. We ask that you are prepared to discuss these conflicts should you be invited to interview.

- No

To fully submit your application, click "Review Application."
Once you have reviewed your application, click "Submit Your Application" to verify your information.

REVIEW APPLICATION

- b. After clicking “Review Application” you will be redirected to the Review Application screen showing that your application is 99% complete. Please review your application to ensure all information is correct. If you need to edit aspects of your application you can select “Edit” in the top right corner of the screen



Simon Scholars Program
Review Your Application

Personal Information **EDIT**

Before You Begin:
Don't forget to save as you go through the application.
To save your work, press the "continue" button at the bottom of the screen.

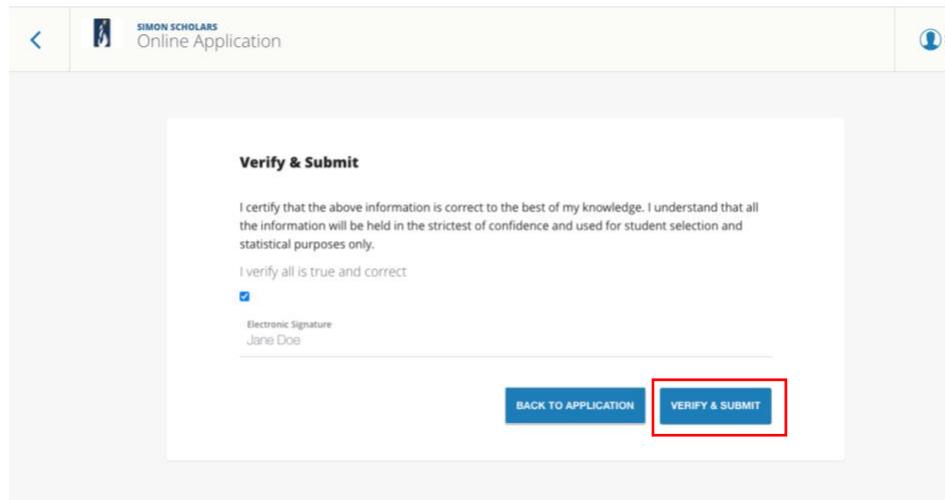
- First Name
Carissa
- Middle Name
- Last Name
Brown
- Birthdate
02/11/2000

99% COMPLETE

SUBMIT YOUR APPLICATION

- c. Once you are satisfied with your application, click “Submit Your Application”

- d. The final step to submitting your application is to check off that you verify your information and input your own electronic signature. To fully submit your application select “Verify & Submit”



Verify & Submit

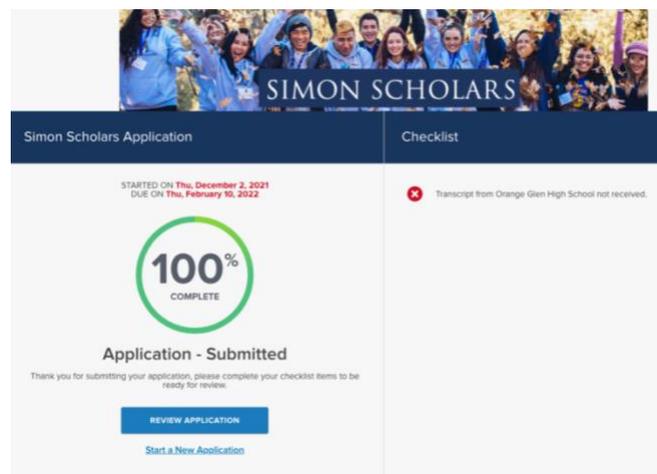
I certify that the above information is correct to the best of my knowledge. I understand that all the information will be held in the strictest of confidence and used for student selection and statistical purposes only.

I verify all is true and correct

Electronic Signature
Jane Doe

[BACK TO APPLICATION](#) [VERIFY & SUBMIT](#)

- e. Once your application has been submitted you will be brought back to your Applicant Dashboard. Please continually check your email and dashboard for next steps, required items, and application results.



SIMON SCHOLARS

Simon Scholars Application | Checklist

STARTED ON **Thu, December 2, 2021**
DUE ON **Thu, February 10, 2022**

100%
COMPLETE

Application - Submitted

Thank you for submitting your application, please complete your checklist items to be ready for review.

[REVIEW APPLICATION](#)

[Start a New Application](#)

X Transcript from Orange Glen High School not received.

If you have any further questions please feel free to reach out to recruiment@simonscholars.org