



Scholarship Program

Frequently Asked Questions

Who is eligible to apply?

When is the application deadline?

When is the letter of recommendation deadline?

Should I submit all of my information before I request a recommendation?

What is the Program Timeline?

What are the selection criteria?

What are the details of the award?

I have several potential school choices. Which one should I list on the application?

How do I know if my application is complete?

I uploaded a document that no longer displays on my application. Do I need to submit it again?

How do I upload more than one file at a time?

How do I create a .zip file?

My document is in Microsoft Word™, how do I convert it to an acceptable file format?

What is the difference between Official and Unofficial Transcripts?

What are the Dos and DON'Ts of uploading documents to my application?

What happens if I upload the wrong file format?

What if I want to upload more than just the required documents?

Where and when should I send my supporting documents?

How and when will I receive notification?

What are my responsibilities if I am chosen as a recipient?

How and when are checks issued?

Are scholarships taxable?

Who is ISTS? Who administers the RMHC Scholarship Program?

Still have additional questions? Contact Us.

Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Must be a current high school senior in Clark or Nye County
- Is eligible to attend a two or four year college, university or vocational/technical school
- Must be less than 21 years of age
- Must have a minimum 2.7 GPA

When is the application deadline?

The application deadline is January 18, 2019.

When is the letter of recommendation deadline?

The recommendation deadline is January 25, 2019.

Should I submit all of my information before I request a recommendation?

No. You should request a recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline.

What is the Program timeline?

- Application **Opens**: October 1, 2018
- Application **Deadline**: January 18, 2019
- Recommendation **Deadline**: January 25, 2019
- Scholarship Recipients Notified: No later than June 14, 2019 via letter in the mail.
- Scholarship Checks Issued: After submitting a check request form to RMHC® of Greater Las Vegas.

What are the selection criteria?

An independent selection committee will evaluate the applications and select the winners.

The committee will consider:

- Financial Need (if applicable)
- Community Involvement
- 4-Question Essay Content
- Academic Achievements and Records

What are the details of the award?

- The scholarships will be applied to tuition, fees, books, supplies, and equipment required for course load. **Note: Scholarships may not be applied to room and board or taxation may occur.**
- Institutions must be accredited, nonprofit two or four year college/universities of vocational/technical schools in the United States.
- A student may transfer from one institution to another and retain the award.

I have several potential school choices. Which one should I list on the application?

You should list your first choice on the application. If you are chosen to receive an award, it will be your responsibility to make certain RMHC® of Greater Las Vegas is aware of your final school choice so that your check can be issued accordingly.

How do I know if my application is complete?

You may monitor your status of each required form and supporting document on your Home page at <https://aim.applyISTS.net>.

- **Started:** The online form is missing information and/or needs you to click the "Submit" button on the last page of the application.
- **Submitted:** The online form has been submitted, but your application is not yet complete because your documents have not yet been received/processed.
- **Not Received:** The document has not yet been uploaded or if mailed, the document has not yet been processed by ISTS.
- **Processing:** You have uploaded your document and ISTS is reviewing and processing your upload.
- **Accepted:** Your uploaded/mailed document has been processed and reviewed by ISTS and is approved.
- **Complete:** Your online application is submitted and all required documents have been received, processed, and approved by ISTS. No further action is needed and your application is complete.

I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the home page have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types: **.pdf, .tif, .png, .gif, jpeg, jpg, .bmp and .xps.**
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. **.pdf, .tif, .png, .gif, jpeg, jpg, .bmp and .xps.**)

How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop, select "Send to," followed by "Compressed (zipped) folder."
4. Your new .zip file will be located on your desktop, ready to upload.

My document is in Microsoft Word™, how do I convert it to an acceptable file format?

Most newer versions of **Microsoft Word™** allow you to "Save As" and choose .pdf as your document type. This will automatically save your document as a PDF, which is an acceptable (and preferred) file format.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

What are the Dos and DON'Ts of uploading documents to my application?

DO:

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page at <https://aim.apply1STS.net> to verify your documents have been accepted.

DON'T:

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them. Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.

What happens if I upload the wrong file format?

Your document will be rejected, and the status of your document will return to "Not Received." If you do not return to your application before the application deadline and upload the correct document in an acceptable format, your application will remain incomplete.

What if I want to upload more than just the required documents?

Additional documents are not reviewed. Only upload the documents requested. Uploading additional, non-requested, documentation may cause your upload to be rejected and may result in an incomplete application.

Where and when should I send my supporting documents?

- Upload your required documents online directly to your application (preferred). If you are unable to upload your documents, mail your supporting documents following the instructions provided on the Cover Page located within your application. Use the "Print Cover Page" link in any upload section within your application. If you do not follow the instructions exactly, your application may remain incomplete and may not be considered.
- Your documents must be uploaded or postmarked by **January 18, 2019** to be considered.
 - If mailing your supporting documents, follow the instructions within the application to "Print Cover Page" located within each Supporting Documents section.
- It is recommended, but not required, when mailing documents to mail them certified mail (return receipt requested), or through any trackable mail/shipping method. This allows you to track your documents and know when they have arrived at ISTS for processing.
- Once fully processed by ISTS, your documents will appear within your application for your review and your status will update on your Home page at <https://aim.applyISTS.net>.
 - Once received by ISTS, it may take several weeks for your RMHC documents to process.

How and when will I receive notification?

- Notifications are sent between April 12, 2018 and June 14, 2019.
- Scholarship winners will be notified in writing or via email by local RMHC of Greater Las Vegas..
- Thank you letters will be sent by local RMHC of Greater Las Vegas to applicants not selected.
- Add RMHC@applyISTS.com to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- Do not "opt out" of any email sent from **RMHC@applyISTS.com** or you may not receive vital information regarding your scholarship applications. *Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties. Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.*

What are my responsibilities if I am chosen as a recipient?

- You must enroll as a full time undergraduate in the fall of the year in which the scholarships are awarded.
- You must continue in school the entire academic year without interruption unless approved by the scholarship sponsor.

How and when are checks issued?

- Checks will be mailed by local RMHC® of Greater Las Vegas directly to the recipient's college or university after verification of enrollment.
- Scholarship checks are made payable to the college or university **only**.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also click here to consult IRS Publication 970 for further information.

Program Administration

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program click here or call toll free (866) 664-0236. Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.