



THE AMERICAN PHYSICAL SOCIETY SCHOLARSHIP FOR MINORITY UNDERGRADUATE PHYSICS MAJORS ONLINE APPLICATION INSTRUCTION GUIDE

PLEASE PRINT THIS PAGE OUT TO USE AS A GUIDE WHILE FILLING OUT THE APPLICATION.

Scholarship Deadline: 11:59 PM EST, February 7, 2014

APPLICATION REQUIREMENTS

Applicant must fill out all five parts of the online application and have all of the required documentation sent to our office in order to be considered. The final application should include:

- One completed online student application form with personal statement.
- Two completed reference forms in sealed envelopes with reference's signature across the seal, or the form may be scanned and emailed to our office from the reference's institutional email account. At least one of the references must be from a science or math teacher/professor. For renewal students, both references must be from math or science professors
- Current, official transcripts in sealed envelopes with registrar's stamp or seal across envelope's seal
 - High school senior: cumulative high school transcripts
 - College freshmen: high school and college transcripts.
 - College sophomores: college transcripts.
- Academic aptitude test scores (SAT, ACT) sent directly to the APS Office. The Educational Testing Service code for sending SAT scores to APS is 0634; the ACT code for the APS is 2675.

RENEWAL APPLICANTS ONLY

Once you log in for the first time, you will see that your demographic information has already been filled in. Please review this information and make any necessary updates. Remember to save after each tab has been updated. Every other section of the application must be filled in. You are required to upload a new Personal Statement, and you have the option to upload a new Honors, Awards, and Extracurricular Activities document. Additionally, you must have a new transcript and references sent to the APS office. One of your references must be from your physics mentor or physics department chairperson, but both must be from science or math professors. **YOU DO NOT HAVE TO SUBMIT SAT OR ACT SCORES.**

SETTING UP YOUR ACCOUNT

In order to apply for the scholarship online, you must set up an APS web user account, which will be linked to the scholarship application and requires an APS ID number. You may already have an APS ID number if you have attended an APS meeting or are a current or former APS member. Follow the directions below to acquire an APS ID number or use your existing number.

New Applicants

1. Go to <https://secure.aps.org/scholarship/>
2. Go to the New Applicants section of the page and click to create an account.
3. If you have an APS ID number, enter it in the form on the right of the "Create Account" page and follow the instructions. If you think you might have one, but you don't remember it, click the "Forgot APS ID" link. Once you have your APS ID number, you can create or use your existing APS web username and password to login to the APS minority scholarship application
4. **Your username must be at least 4 characters and cannot have any special characters or spaces (e.g., @ ! #, etc.). Your password must be at least 8 characters and contain at least 1 letter and 1 number. Your username and password must be different and both are case-sensitive. Your username and password will be used for all APS web services including your member profile if you chose to become an APS member.**
5. If you do not have an APS ID number, fill out the short form on the left and submit it. You will receive an email with a link that you must click in order to complete the setup. Once you have done this, an email with your APS ID and username will be sent to you.
6. Go back to the login page and use your username and password to login to the APS minority scholarship application.
7. You will use this same username and password to access your application, and any other APS web services, from now on.

Renewal Applicants

1. Go to <https://secure.aps.org/scholarship/>
2. Type in your username and password that you used this year to access your application and any other APS web services. (If your username was your email address it will still work for you. Do not create a new username.)

IMPORTANT: There are several tabs in each section of the application. After entering your information for each tab, you must click the “SAVE” button at the bottom in order to update or save your information. There is no SUBMIT button. If you don’t hit SAVE at the end of each section, your information will not be saved and will not build your complete application.

APPLICATION FORM

Once you’ve logged into the online application, you will see links to all 5 parts of the form, the application status section, the message center, the link to change your password and the link to log out of the application. We recommend you fill out the application in the order of the links on the left navigation so that you do not skip any sections. We also recommend that you fill out the information as completely as possible.

DEMOGRAPHIC INFORMATION

Click on each tab and fill out all of the information. If you are a high school senior and do not yet have a campus address, leave that tab blank. If you are a commuter student living at your home address while attending college, please check the box that indicates this. Once this section is completed, you may go on to the Academic Information section on the left navigation bar.

ACADEMIC INFORMATION

Fill out the required information and have official transcripts and SAT/ACT scores sent to our office. SAT scores will be received electronically; however transcripts should be mailed in a sealed envelope with the registrar’s stamp or seal across the envelope’s seal. The Honors, Awards & Extracurricular Activities section is not required, but it is important to include it if you have it. To do so, you should create one document listing your honors, awards, and extracurricular activities, and upload it to your application using the directions on the page. Once finished, go to the References section on the left navigation bar.

Students from Puerto Rico: If you are taking the PEAU rather than the SATs, please contact us at minorityscholarship@aps.org and we can make arrangements to receive those scores

REFERENCES

Fill out the required information and print out the corresponding Reference form (PDF) for each Reference. If you do not have Adobe Reader installed on your computer, please go to <http://www.adobe.com/products/acrobat/readstep2.html>, to download it for free. Your Reference must fill out and sign the printed form and send a letter of reference to our office in one of two ways. They may either print and fill out the form, scan it with their letter of reference and email the materials as a PDF to minorityscholarship@aps.org from their institution’s email account (no yahoo or other general email addresses); or they should mail the completed form, along with their letter of reference, in a sealed envelope with their signature across the seal to:

Arlene Modeste Knowles
Minority Scholarship Application Materials
American Physical Society
One Physics Ellipse
College Park, MD 20740-3844

IMPORTANT: It is your responsibility to follow up with your references to make sure that the reference forms and letters have been sent and received in our office. Please check your account status frequently to see which parts of your application are missing.

PERSONAL STATEMENT (New Applicants Only)

Please answer the following questions on 1-2 pages and upload the file. The personal statement is required. The application is considered incomplete without it and will not be reviewed.

1. Why do you want to major in physics and how does majoring in physics relate to your future plans?
2. Is there anything special about you or your background that you would like the Selection Committee to know; including what receiving this scholarship would mean to you?
3. Have you ever had a research experience or engaged in independent study in science? If yes, please describe your research. If not, write about a scientific topic you are interested in learning more about.

➤ **Renewal Applicants** have a separate set of questions that must be answered; otherwise their application will not be reviewed.

IMPORTANT: Uploading Files

- The preferred file format for uploading files is PDF. Other acceptable formats include TXT, DOC, DOCX, RTF, HTM or HTML. Upon submission, these files will be converted to PDF.
- Please make sure there are no passwords set up on your PDF, .DOC, or .DOCX files as our system will not be able to access the files.
- Do not upload files with extremely long file names. Please shorten them prior to uploading.
- Do not use non-alphanumeric characters in your file names.

AGREEMENT

You must agree to Statements #1 & #2 in order for your application to be considered. Statement #3 is optional.

APPLICATION STATUS

Here you will be given three options:

1. Current Application Status – lets you know if all of the required information was entered into the online form and lists any missing support documents. This will be updated once we receive the documents. You may go back to any section using the side menu to make corrections/additions.
2. Review Application – shows online application on one page so that you may double check that everything is correct. You may go back to any section to fill out or correct any of the information previously entered.
3. Withdraw Application – if you wish to withdraw your application, you may do so here. An e-mail confirmation will be sent to the address you provided. If you have done this in error, please call Arlene Modeste Knowles at 301-209-3232.

MESSAGE CENTER & GENERAL INFORMATION

- Please send any questions or comments about your application to the APS office through the Message Center on the minority scholarship application website. We will not respond to any other messages. We will also contact you via the message center.
- You may access your applications as many times as you like until **11:59pm on February 7, 2014**. After that, no other changes may be made.
- Remember to LOGOUT after each session with your application and close your browser. Failure to do so may result in others viewing and/or changing your personal information.