

General Application Procedures for All Graduate School Fellowships and Scholarships

These instructions are intended as an introduction to the application process for all Graduate School scholarships and fellowships. They supplement the instructions found on the application page for each individual award.

Follow all instructions carefully and precisely. **Any application submitted incorrectly will not be reviewed.**

STEP 1: Complete and save the first page of the application, usually called "Basic Information" or "Student Information." **NOTE: In the application form you may either use the whole number or only last 4 digits of your ID number. In that case put zeros as the rest of the number. Example: 000-00-1111.**

- A. Download the page from the TTU website (<http://www.depts.ttu.edu/gradschool/scholarships/>) to your computer and save it on your computer desktop.
- B. Open the form (a PDF file). **You must have Adobe Acrobat software (version 7.0 Professional preferred) or another compatible PDF-writer software installed on your computer.**
 1. A free trial version of Acrobat 7.0 Professional is available at www.adobe.com/products/acrobatpro/tryout.html.
 2. If you are on campus, the ATLC in the TTU library has 80 computers, all of which are equipped with Acrobat. ATLC staff will happily assist students in converting files into PDF format.

NOTE: Adobe Reader is not the same as Adobe Acrobat. You cannot properly save these application forms with Reader. You must have Acrobat or another fully compatible PDF-writer software.

- C. Fill in and complete the form by computer (the document may not be submitted hand-written [see 2 below]) and then save the page as a PDF file.
 1. Save the page with the **File, Save As** commands. Do not save the page with the **Print** command. This destroys the data-exporting feature of the form boxes.
 2. **Do not print the page from your screen, scan it, and then make a PDF from the scanned file.** This destroys the data-exporting feature of the form boxes.
 3. When you finish saving this first fillable-form page, you should be able to **insert your mouse cursor into any of the form boxes** where you have typed information and **see it blinking**. You should also see the original **text colors**. If you cannot do this, you have not saved the page correctly.

STEP 2: Additional documents: Follow the instructions on the application page to convert other documents, such as personal statements, resumes, letters, and transcripts, to PDF files.

STEP 3: Combine the files into one document according to the specific scholarship/fellowship instructions given. Do not send separate files.

STEP 4: Submit the application by email, according to instructions, to the designated mailbox only.

Be sure to save a copy of your completed application.

NOTE: If we do not send you an email within 1 week acknowledging receipt of your application, please contact us.