

## **Application and Attachment Instructions**

Please type your application or print it neatly using blue or black ink. Item-by-item instructions follow.

### Section 1 – Personal Information

- Give your **full legal name** as directed. Do not use nicknames or initials.
- Give the **mailing address** to which correspondence concerning your scholarship application should be sent during the academic year.
- If your **physical address** is different from the one shown, show the physical address of your household here.
- Provide your legal **date of birth** in the format of month/day/year (for example 01/01/1990).
- Give a **home telephone number** at which you may be reached or at which a message may be left for you during regular business hours on weekdays during the academic year.
- Provide your **cell phone number** (if you have one) at which you may be reached, or a message may be left for you during the academic year.
- Provide a personal **Email address**, which you check regularly, that can be used for communication during the academic year.
- Provide the Name of the **PHA Lease or Section 8 Voucher holder**. Check with your parent or guardian if you do not know which adult is the Lease or Voucher holder with the Portland Housing Authority.

### Section 2 – Academic Information

- List the names of the **two (2) most recent schools** you have attended, including the school you are presently attending.
  - State the **dates** during which you **attended** each school in the format of Month/Year (for example 09/10-05/14).
  - List any **degrees or diplomas** received as follows:
    - “In Progress” if you are currently working towards your diploma or degree
    - “Diploma” if you received a Secondary School or High School diploma
    - “Certificate” if you completed a Certificate Program and received a Certificate
    - “Associate’s” “B.S.” “B.A.” “M.S.” if you received a specific Degree
    - “N/A” if not applicable (use this if you listed Primary Schools)
- List the names of the top 5 **academic institutions you applied to** and check the box associated with the status of your application.
- Write the name of the **academic institution you plan on attending**.
  - Check off whether your application has been accepted or is pending.
  - Indicate your focus of study if accepted into a specific degree program (for example, “B.A. in Biology”). If not, list “undeclared” and see below.
  - Indicate any areas of interest or possible majors if undeclared.
- Please indicate whether or not you have **applied for the PHA Scholarship** before.
  - If yes, please enter the years which you applied. If a scholarship was received, please enter the year(s) and amount(s).  
Example: 2008: \$1000, 2010: \$500
  - If no, please check off how you heard about the scholarship. If the source is not listed, please enter the name of the source under “Other.”

### Section 3 – Civic Engagement Information

- Answer each question as stated indicating months and dates as necessary. Attach a page if more space is needed to answer the questions fully.

### Section 4 – Applicant Checklist and Statement

- Read through the statement carefully, check off applicable boxes, sign, and date. Contact [efitch@porthouse.org](mailto:efitch@porthouse.org) if you do not have access to a printer or are having trouble with the PDF digital signature.

Essay – Preferably typed and around one to two pages, answering the essay questions listed on page 1 of this application.

### Letters of recommendation

- Should be included with the application in signed, sealed envelopes or sent directly to the PHA scholarship committee by the reference. Scanned, signed letters will be accepted by email if sent by the reference.
- If a recommendation from an academic advisor, teacher or counselor is impossible to attain due to length of time since attending or physical distance from previous school, a second reference speaking to your academic dedication is acceptable.

Transcript of Grades – A photocopy, unofficial transcript, or screenshot of your grades in a school portal from your most recent school is acceptable. Your name must be visible on the printout or screenshot. If transcripts are unobtainable, include a brief letter explaining why you are unable to provide a copy.

Financial Information – Only required if you have not yet received your financial aid package from your selected school.

- Answer each question to the best of your ability. Write “unknown” if you do not know. Please do not guess. Most schools provide estimates of expenses on their websites.