

LAKES REGION SCHOLARSHIP FOUNDATION APPLICATION INSTRUCTIONS 2023

**APPLICATION DEADLINE: APRIL 1, 2023.**

**YOU MUST BE ATTENDING POST SECONDARY EDUCATION DURING THE 2023-2024 ACADEMIC YEAR**

Phone: 527-3533

Email: *scholarship@lrscholarship.org*

Any files submitted to LRSF must be named using the following format:

Last Name, First Name, Description (i.e. **Doe John 2023 App.pdf** or **Doe John 2023 Essay.docx**)

**Files submitted should be in PDF files.**

From the website, select “Applicants” and right click on 2023 LRSF Application. Select SAVE TARGET AS. Rename the File using the format listed above: and select the location on your computer where the file will be saved. Click Save. The form will now be on your computer.

**Note: This form must be saved to your computer before entering data.**

Open the saved PDF file and enter the information requested. The TAB key may be used to go from field to field. When there is a dropdown box, please make the appropriate selection.

Save the file once entries are made. Once completed, email your application to LRSF.

The minimum Adobe requirement for filling in and saving the filled in form is Adobe Reader XI. If you have an earlier version of Reader you should download the latest version from the Adobe Website at: <https://get.adobe.com/reader/>

**Important note:**

**If you do not receive an email confirming receipt of your application please contact our office.**

Make sure your name appears on all pages of any documents you include with your application or send separately (essay, community activities, transcript, list of activities, etc.). These documents may be submitted as separate attachments when emailing the application, however, the additional documents can also be submitted in a separate email. Please use the same name format, i.e., Doe John 2023 Essay.

(Please do not include these instructions when submitting your application.)