

LAKES REGION SCHOLARSHIP FOUNDATION APPLICATION INSTRUCTIONS 2025

APPLICATION DEADLINE: APRIL 1, 2025

YOU MUST BE ATTENDING POST SECONDARY EDUCATION DURING THE 2025-2026 ACADEMIC YEAR

Phone: 527-3533

Email: *scholarship@lrscholarship.org*

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

Last Name, First Name, Description (*i.e. Doe John 2025 App.pdf* or *Doe John 2025 Essay.docx*)

Files are to be submitted as PDF file attachments to your email.*

From the website, select “Applicants” and right click on 2025 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: The application 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 between the various fields.

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: Once you submit your application, if you do not receive an email confirming receipt of your application please contact our office.

It is your responsibility to make sure we have received your application.

Make sure your name appears on all pages of any documents you include with your application, including your essay and transcript. These documents may be submitted as separate attachments when emailing the application or submitted in a separate email. Please use the same naming format stated above, i.e., Doe John 2025 Essay.

*** ALL DOCUMENTS MUST BE SENT IN A pdf. FORMAT. The following formats WILL NOT BE ACCEPTED and your applicaiton will be considered incomplete:**

- Google Docs
- Screenshots
- Password Protected
- Paper Documents

**** ALL SCHOOL/COMMUNITY ACTIVITIES, WORK HISTORY MUST BE ON PAGES 5 & 6 OF YOUR APPLICATION, SEPARATE RESUMES WILL NOT BE ACCEPTED.**

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