Application Submission Requirements

Any application not in compliance with the following requirements <u>will be *disqualified*</u>:

1. The application **RECEIPT** deadline is 5:00 p.m. central time, February 26, 2009. **All application materials** are due by that **RECEIPT** deadline. Materials received after February 26 will not be accepted, regardless of when they were mailed. **The only exception to this requirement is:** application materials shipped via special service (e.g., an overnight courier service) with a *guaranteed, scheduled **delivery** date* on or before February 26* will be accepted even if they are received after the deadline.

   * IMPORTANT NOTE: If you wish to send your materials via the US Postal Service, note that Priority Mail does not guarantee a specific delivery date; Express Mail will guarantee date of delivery. If you use Express Mail, or any other courier service (such as FedEx or UPS), be sure to verify the guaranteed date for delivery. Be aware that mail brought to the US Post Office or to the courier office late in the day may not go out until the following day. Application materials **will not be accepted** if they have a guaranteed delivery date **after February 26, regardless of when they were mailed.**

   Address for sending materials via special service/courier:
   > Presidential Scholars Program / 59
   > 301 ACT Drive
   > Iowa City, IA 52245
   > 319-341-2777

   Address for sending materials via general USPS delivery:
   > Presidential Scholars Program / 59
   > PO Box 4030
   > Iowa City, IA 52243-4030

   Do not send any portion of your application to Washington, DC. To do so risks missing the deadline for receipt of all materials in the Iowa office, and the disqualification of your application.

2. **All components** of the application must be received by the stated deadline. **This includes the photograph for your essay, as well as the information from your school.** Even if your school sends the transcript and Secondary School Report separately from the rest of the application package you mailed, it is you, the candidate, who is responsible for ensuring that your school submits their materials on time. **Candidates who have submitted their applications on time but whose schools have missed the deadline must be disqualified.**

   For **any application materials** that will be submitted in hard copy, whether by you or your school, the use of a courier mail service (such as FedEx or UPS) with a *guaranteed* delivery date* on or before February 26 is strongly encouraged. **The receipt deadline as described in #1 above will be strictly enforced.** Even if the materials were mailed "in plenty of time," if they are not received by the deadline, your application will be disqualified.

3. No part of the application will be accepted via email. All pieces must be submitted either online or in hard copy. Note that **transcripts must be sent in hard copy and received by**

the deadline. They will not be accepted by email or fax. Be sure your school is aware of this in plenty of time to comply with the deadline requirement.

4. The candidate **may not submit additional pages or supplemental materials** of any kind (e.g., extra pages for the essays, student resume/list of activities, letter(s) of recommendation, slides, etc.). **Candidates who do so must be disqualified.** If you cannot fit your activities, etc., in the space provided, you must choose what is most important to you to include.

    Please note that any supplemental materials about the candidate that are submitted by the school will **not** disqualify your application; however, those materials will be removed from your file.

5. Do not alter any aspect of this application (e.g., amount of space provided for responses). **Applications that have been altered in any way will be disqualified.**

6. To be eligible, the candidate must receive either a diploma or GED between January 1, 2009, and August 31, 2009.

7. To be eligible, the candidate must have U.S. citizenship by February 26, 2009.

PSAonline Form-Specific Instructions
Receipt Deadline: 5:00 p.m., central time, February 26, 2009

FOR STUDENTS:

Candidate Control Form – Because this form contains information we'll use to verify your eligibility as a candidate, the system will automatically take you to this page first. The first time you access this form, you will see your data in "initial caps" format – the first letter of every word, and only the first letter, will be capitalized. The information provided on this page was obtained from your ACT or SAT test registration. Please review this information for accuracy and **correct any capitalization errors.** If you need to make any changes other than capitalization to the data we have on file for you, the system will verify your eligibility and prompt you with further directions if needed.

Candidate Essay Form and **Supporting Information Form** – You may cut and paste your answers to the long and short essay questions from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form. **Note that character counting is not consistent across all applications.** You may find the character counting in PSAonline is different from that of your word processor, so leave yourself plenty of time to make any edits that might be necessary.

Secondary School Report – Choose someone from your school who knows you well, such as a teacher, counselor, or principal, and ask him or her to complete this form on your behalf. Do this as soon as possible to allow that person adequate time to complete the form and send your transcript. The form may be submitted on paper or online. If the person you choose wishes to complete the form online, he or she will need to get the password and user ID from the head of your Guidance Office. Note that, just like the other application materials, the SSR and your transcripts must also be **RECEIVED** by the deadline, regardless of who sends them, or else your application will be disqualified. Transcripts must be sent in **hard copy**. They will not be accepted online or via email.

FOR TEACHERS & SCHOOL OFFICIALS:

Secondary School Report and Transcripts – Please be sure to answer questions A-G. You may need to get this information from your Guidance or Counseling office. You may cut and paste your answers to questions H-O from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form. Also note that the **character counting in PSAonline may not be the same as your word processor,** so if you cut and paste your responses, you may need to do some editing afterward.

Please note that **the SSR and the student's transcripts must be RECEIVED by the deadline,** regardless of who sends them, or else the student's application will be disqualified. Transcripts must be sent in **hard copy**; we cannot accept them via fax or e-mail.

General Guidelines

1. *Save your work frequently.* This application will automatically log you out after **30 minutes** of no communication with the server. Note that "communication with the server" means clicking on "Save" or "Save-Proceed," or moving between pages in the application. Simply typing text into a response field **IS NOT** communicating with the server. There is a "Save" button at the bottom of every page, to save your work while working on that page. Use the "Save and Proceed" button to save your work before moving to the next section of the application.

2. In order to display the most current information when you are working on or viewing a page, *be sure your browser's "Check for newer versions of stored pages" setting is at "Automatically."* If you don't seem to be seeing current information on your screen and you cannot set this option for your browser, you will need to refresh the screen in order to see any updated information.

3. *Signatures on application* – You will need to use your User ID and password to sign your application in two places. You will also need a signature on the Privacy Act release of information on the Secondary School Report **before your principal can submit that form.** If you are 18 or older, you may sign that release yourself. If you are under 18, your parent will need to sign the release using the Parent User ID and password. Your parent's User ID and password can be found in your letter of invitation. If you have misplaced that letter, you can contact PSP or call 319/341-2777 for assistance. Phone calls and email are answered from 8:30 a.m. to 5:00 p.m., central time, Monday – Friday (excluding holidays).

4. *Printing a copy of your completed application* – Students may print a copy of the completed application from the Submit Application page. Recommenders may print a copy of the completed Secondary School Report at the end of that form. *Recommenders note: if you wish to print the completed SSR, you must do so **BEFORE** you click on Finish Form. Once you have clicked Finish Form, you will no longer have access to the SSR.*

5. *Changes to the Receipt Deadline* – Extensions in the receipt deadline are *extremely rare* and have occurred in the past only in cases of natural disaster. If, however, the deadline should be extended, a notice will be posted on this website. If you think there might be cause for an extension, check back frequently.

6. *Don't procrastinate!* There are over 3,000 students who have been invited to submit applications to become Presidential Scholars, which also involved their parents, recommenders and principals using the online application system. While this system has been developed to accommodate a high volume of users, you could experience delays as the deadline approaches. Give yourself *and your recommender* plenty of time to complete your application, review it, and submit it by the deadline!

7. *Confirmation of receipt* – If you provided a valid e-mail address on your Candidate Control Form, after you submit your application online you will receive an e-mail confirming receipt of your submission. If you did not provide an e-mail address or if you submit your application on paper, you will receive a confirmation postcard via U.S. mail. **Please note that these confirmations are NOT an indication that we have received all of the materials required for a complete application, so track your submission carefully.**

8. *Corrections* – Take time to proof your work carefully before you submit it. You may make changes to your application materials until the deadline. After the deadline, we will **not** accept any changes or additions to your application.

9. ***Be sure to close your browser after you log out.*** Your browser could contain a memory of the information you entered and/or viewed during your session. In order to protect the privacy of your information, you should close the browser, which will clear its memory.

10. ***Help is always available!*** If you have questions or need help while you are working on your application, you can use the [contact PSP](#) link to send an e-mail any time, or call 319/341-2777 from 8:30 a.m. to 5:00 p.m., central time, Monday through Friday. You can also check the <u>FAQs</u> page for answers to frequently asked questions. **NOTE: Our offices will be closed on Monday, February 16, in honor of Presidents' Day.**

PSAonline Rules of Behavior

These rules of behavior are designed to protect your safety and that of all system users, and to ensure that PSAonline and all resources and data related to it are used only for their legal and intended purposes.

As an authorized user of PSAonline, I agree to:

1. Exercise due care in the protection of the operating software on computers that are used to connect to the PSAonline System, including installing virus-scanning software and frequently updating virus definitions;
2. Maintain the confidentiality of PSAonline system data at all times;
3. Never share my PSAonline system user ID and/or password with anyone else under any circumstance;
4. Never keep my user ID and password in a place where they may be found and used without my knowledge;
5. Either log off PSAonline or lock my workstation if I am logged into PSAonline and must leave my workstation;
6. Change my PSAonline system password every 90 days if I will be using the system for more than one application cycle*;
7. Contact the PSAonline System Administrator immediately to reset my password if I feel my password has been compromised, and then immediately login and follow the system prompts to change my password to one known only to myself;
8. Use a password that is at least eight characters in length, is difficult to guess, and is a mix of characters, numbers and/or symbols;
9. Understand that personal use of Government information resources and equipment is not authorized, and use the system only for authorized purposes; and
10. Maintain copyright licenses and comply with all copyright license requirements associated with the PSAonline PC-based and LAN-based software.

*In other words, if I am a Presidential Scholars Program staff member rather than a student, parent, recommender or principal.

I understand that failure to abide by these rules of behavior may result in losing access to the PSAonline System.