



Taito and Ruta Alofaituli Scholarship Application Instructions

This application can be filled out two ways. It can be done electronically, using Microsoft Word or it can be printed out and filled out manually. Applications are only being accepted by electronic mail (e-mail).

Filling out the application electronically using MICROSOFT WORD (.doc)

Materials Needed: Computer, Microsoft Word, Internet Access, E-mail Account

- 1) Download the Microsoft Word version of the application (Application Form – MWORD)
- 2) Save the file to your computer
- 3) Double-click on the file name to open
- 4) Fill out the application. Using the cursor or TAB key on your computer will allow you to move from one field to the next. Save the file when complete.
- 5) Signature is not required if application is filled out electronically.
- 6) Send the file as an e-mail attachment to applicant@taitoandrutascholarship.org

Filling out the application by hand using ADOBE (.pdf)

Materials Needed: Computer, ADOBE (free), Printer, Scanner, Paper, Pen, Internet Access, E-mail Account

- 1) Download the PDF version of the application (Application Form – PDF)
- 2) Save the file to your computer
- 3) Double-click on the file name to open
- 4) Print out the application
- 5) Use a pen (black or blue) to fill out the application.
- 6) Signature is required if application is filled out by hand.
- 7) Scan the completed application and save the file to your computer
- 8) Send the file as an e-mail attachment to applicant@taitoandrutascholarship.org