



## The 2009–10 National Honor Society (NHS) Scholarship Nomination Form Procedures

The NHS scholarship program is administered through a nomination process. Current NHS Chapter affiliation is required to participate in the program. NHS chapters may nominate between two and five seniors per chapter for this award according to *graduating class size*. Small schools (from 1 to 100 students in the graduating class) may nominate two seniors; medium schools (from 101 to 250) may nominate three seniors; large schools (from 251 to 400) may nominate four seniors; and very large schools (more than 400) may nominate five seniors. Please provide a copy of these procedures to your nominee(s).

### Students

Please read all instructions prior to beginning the nomination form process. Keep a copy of the form for your records.

Go to [www.applyists.net](http://www.applyists.net) and follow on-screen instructions to complete the nomination form. The access key is **NHS**. You will be assigned an Applicant Identification Number (AIN) that will enable you to return to your nomination form to make changes at any time. Please note: the form must be completed online but cannot be submitted online.

Print the completed nomination form and sign it.

- Give the form to your NHS chapter adviser to complete the nomination process: your principal and the NHS adviser, a counselor, or a teacher must write a recommendation, insert it in the printed nomination form, and sign the form in the space provided. (TURN THIS FORM INTO MR GRIFFIN BEFORE JAN 7, 2010 TO BE CONSIDERED FOR ONE OF TWO NOMINATIONS)

### Chapter Advisers

When students return the completed nomination forms:

- Insert a recommendation from yourself, a counselor, or a teacher as appropriate.
- Obtain the principal's recommendation and signature.
- Sign as required.
- Include a check for \$6 for each nominee to cover the processing fee made out to ISTS/National Honor Society Scholarship (include the name of the nominee and high school on the check). You may send one check to cover the fees for all nominees.
- Send the completed nomination packet (student nomination form with recommendations and the check) to:

National Honor Scholarship, c/o International Scholarship and Tuition Services Inc  
P.O. Box 24605  
Nashville, TN 37202-4605  
(Please do not send nomination materials to the NASSP/National Honor Society.)

**Postmark Deadline: January 15, 2010.**

**Call Center/Help Line:** If you experience problems with the online process or have questions, please call ISTS at 615-320-3149 or 877-525-8491.

Name: \_\_\_\_\_ My AIN# \_\_\_\_\_

Access Key: **NHS**