



NORTHEASTERN
STATE UNIVERSITY

President's Leadership Class Application Instructions

Please read these instructions in their entirety BEFORE beginning your application.

Your future self will thank you!

1. **A Gmail email address is required to complete this form.** If you do not have a Gmail account, your NSU student email address is a Gmail account. If you have already been admitted to NSU, you can set up your student email account **now!** To begin, go to [Password Manager](#) on the NSU website. You will need your Banner ID number (also known as your N# or student ID number). You will find your N# at the top of your acceptance letter. After completing the process of setting up your account (be sure to **write down your user ID** during the process), your email account will be active, and you can [check your email here](#). **If you have not been admitted to NSU yet, and do not have a pre-existing Gmail account, please [create a Gmail email account here](#).**
2. You must complete this PLC Scholarship Application in one session. You will not have the ability to save the form and come back to it later. By reading these directions, you will know all the information you will need to complete in the application. You may also [view the application](#) at anytime to familiarize yourself with the information needed. You may submit only one application; please be sure your application is correct and complete before submitting. **You are advised to create a rough draft** of all of your answers and copy and paste into the application form to ensure you do not lose your information, or have to redo it should a loss of information occur.
3. You **must** be admitted to NSU by February 3, 2020, in order for your PLC Scholarship Application to be reviewed. If you have not yet applied, [please complete an application for admission for the Fall 2020 semester](#).
4. An on-campus interview is required for students selected as finalists in the selection process. The interviews will be held on the Tahlequah campus on February 24 & 25, 2020. Please mark these dates on your calendar now!
5. A chart of your leadership and involvement is a required part of this application. The form is a google sheet and [can be downloaded here](#). You need to complete the form and save the document. Your completed form will be uploaded to your application. **Make sure you have completed and saved the form before beginning your application.**

To complete the form:

- a. First click "File" in the top left corner.
- b. Select "Make a Copy"
- c. Complete the chart.



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President's Leadership Class Application Instructions Continued

To save the completed form: (using the google chrome browser is recommended)

- a. Click the print icon in the upper left corner.
- b. On the tab on the right, change the "Scale" section from "fit to width" to "fit to height" so your document will save on one sheet.
- c. Click "next" in the top right corner.
- d. Under "destination" select "save as PDF" then click "save."
Please save your file with a name in this format: "Last Name, First Name, PLC chart" to be uploaded into your application.

6. The committee also wants to know about your awards, honors, and recognitions! You may list **up to five** of these items. Examples of the types of things the committee would be interested in are:

**1st place, Regional Science Fair, *The Effect of Pollution on Salt Water Fish*, Junior Year
Top AP Calculus Student, Senior Year**

7. Three recommendation forms are required to complete your application. On the application, you will need to **provide the names and email addresses**. One *must* be your high school counselor. The remaining two can be completed by individuals who are familiar with your leadership accomplishments. They will be emailed a form to complete on your behalf.
8. After submitting your application, you will receive an emailed copy of your application and answers in your Gmail account. Please be sure you receive the email and carefully review your answers to be sure your application is complete and accurate. If you notice any errors (incomplete answers, bad email address for a recommender, or your uploaded chart of information is incorrect or not attached) please **immediately email the Scholarship Office at scholarships@nsuok.edu** so your submitted application can be reviewed and a solution can be found.
9. **It is your responsibility** to make sure your three recommendations have been completed on your behalf. Please follow up with your recommenders to make sure they received their emailed form and that they complete the form by the February 3, 2020 deadline. If you need to replace one of the individuals with someone else, please email that information to the Scholarship Office as soon as possible.

Deadline: February 3, 2020 – Late applications will not be considered.

If you have questions, concerns, or technical difficulties while completing the application, please contact the Scholarship Office at: scholarships@nsuok.edu or 918-444-3470 or 918-444-3471.