Scholarship Application Instructions

- **Access the Application Form**
  - Click the link to open the application form (.pdf).
  - Download the file to your computer before completing it.
  - Ideally, this form should be opened using Acrobat Reader (available for free and for all platforms and computer types, it is not recommended to use Google Docs to complete the form).
- **Save the File Properly**
  - Open the downloaded file.
  - Save it using the following naming format:
    LAST NAME, FIRST NAME, 2026
    (Example: SMITH, JANE, 2026)
- **Complete the Application**
  - Fill out all required sections.
  - You may save your work and return to it later. Be sure to save your file each time before closing.
- **Prepare Your Submission**
  - Ensure your completed application is saved.
  - Attach the application and all required supporting documents in an email.
  - Preferred format is .pdf; however, other common file formats are acceptable.
  - Please ensure all attachments open properly before sending.
- **Submit Your Application**
  - Email your completed application and attachments to:
    general@bytownchapter.com
  - Applications must be received by **11:59 p.m. (EST) on June 30, 2026**.

Incomplete or late applications may not be considered.