



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
- 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) Send the file as an e-mail attachment to alofaitulischolarship@gmail.com

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
- 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) Scan the completed application and save the file to your computer.
- 7) Send the file as an e-mail attachment to alofaitulischolarship@gmail.com