



**NHS Scholarship Program**  
1904 Association Drive  
Reston, VA 20191-1537  
703.860.0200 • Fax: 703.476.5432  
[www.nhs.us/scholarship](http://www.nhs.us/scholarship)



NHS is a program of NASSP

# NHS Scholarship 2021–22 Adviser Application Guide

**1** Eligible NHS members must create a student account at [www.nhs.us/studentaccount](http://www.nhs.us/studentaccount) in order to apply for the NHS Scholarship. NHS membership is verified by the NHS adviser on record for a local chapter.

**2** Each evening, an automated email will be sent to NHS advisers containing a list of members who have created accounts. However, advisers DO NOT have to wait to receive this email to log in and verify accounts.

**3** Advisers can, and should, log in, review the roster, and verify members any time they are aware that a new account has been created by a member of their chapter.

**4** NHS members who have been verified will be able to use their online account credentials to access the scholarship application. The link to access the scholarship application will be posted during the application period (October 1–December 1) at [www.nhs.us/scholarship](http://www.nhs.us/scholarship).

## Eligibility for the NHS Scholarship

Applicant must be:

- A high school senior
- An active NHS member in good standing
- Currently enrolled at a school with an affiliated NHS chapter
- Graduating in spring of 2022
- Planning to enroll at a postsecondary college or university in fall 2022

## Adviser Certification

Each applicant will be prompted to enter their NHS adviser's name and email in order to request certification. As an NHS adviser, you will receive an automated certification request email for each applicant. In addition to this certification, applicants must also secure a recommendation from another faculty member, community member, etc. The recommendation is NOT submitted by the NHS adviser. The application is not complete unless both the recommendation and adviser certification have been received by **1:00 p.m. (ET) on Wednesday, December 1, 2021**.

**Note: Applicants will not be able to submit their application if the adviser certification is incomplete, so be sure to complete the certification prior to the deadline.**

It is the applicant's responsibility to ensure they allow enough time for the adviser and recommender to submit their forms. Applicants are advised to be mindful of the adviser's time, and not to submit these requests close to the deadline or on the day of the deadline. If a member does not allow enough time for you to reasonably complete this step, please let them know.

## Completing the Adviser Certification

**Section 1:** Is the applicant a member in good standing of your chapter? If the answer is yes, the member's completed application will be accepted for evaluation. If the answer is no, the member is not eligible to apply for this scholarship. Please click submit and advise the student that they are not eligible to submit an NHS Scholarship application.

If you answer 'yes' to the first question, the remaining drop-down and short answer sections will appear.

**Section 2:** Please rate the applicant's commitment to and demonstration of character. This may include your professional observations of the applicant's interactions with their peers and faculty and their conduct in fulfilling membership obligations.

**Section 3:** Rate the applicant's concern for and personal commitment to the school community.

**Section 4:** Optional: Use this space to provide any additional information that you wish to share about this applicant for consideration.

Once you have completed this certification, click "submit." The applicant will be able to see that the certification is complete but will not see the contents.

## Tips and Troubleshooting

1. The NHS Scholarship is open only to senior members of NHS. Do not complete this certification for other students.
2. NHS advisers only need to submit an adviser certification, not a recommendation. Applicants should choose another nonrelative adult to submit the required recommendation. **If you receive a recommendation request from a member, let them know that they've submitted the wrong request. They should only send you the Adviser Certification Request.**
3. If you are the parent or relative of an applicant, you can have a co-adviser, principal, or counselor complete the certification in your place. Ensure the student enters that individual's contact information in the Adviser Certification Request section of their application.
4. The deadline for all application components—student application, adviser certification, and recommendation is **1:00 p.m. (ET) on Wednesday, December 1**. Please note, the student will not be able to submit their application if the adviser certification is missing.

5. Please be sure your applicants are mindful of this deadline. It is recommended that they set their own personal deadline for completion ahead of this deadline in case unforeseen emergencies arise.

### **What is the difference between *verification* and *certification*?**

**Verification** of a student account involves the adviser on record verifying that the student is an active member of National Honor Society at the school/local chapter. Any member of your chapter can create an NHS student account. However, only your seniors in good standing may submit a scholarship application.

**Certification** requires confirmation of the member's status as a senior in good standing and asks more detailed questions about the applicant's commitment to the pillars of NHS.

### **Supporting Your NHS Members During the Application Process**

The deadline for the student application, adviser certification, and recommendation is **1:00 p.m. (ET) on Wednesday, December 1**. Please support your members by reminding them of their deadline and by completing your certifications for individual applicants before the deadline. Your members must click the "Submit" button on their application by the deadline date and time.

Should you have any questions about this process, please email [scholarship@nhs.us](mailto:scholarship@nhs.us). In your email, include the name of the applicant and the high school at which they are presently enrolled.