**Students:**

* Create an account on the ISTS website at <https://aim.applyists.net/NHS>. If prompted, enter program key “NHS.”
* Complete the student portion of the application. You can make changes to your application until December 7, 2018. The student portion of the form will be **read-only** after December 7, 2018.
* You must have **three** recommendations to complete the application process. On the recommendations tab, enter the name and email address of your NHS adviser, school principal, and a third faculty member for the corresponding recommendation requests.

The third recommendation must be submitted by another faculty member (i.e. guidance counselor, coach, assistant principal, etc.)

* ISTS will send an automated email to each individual with instructions and a code to complete their verifications. Please be sure you’ve entered the correct email addresses, and **verify receipt with each individual**.
* Stay in touch with your recommenders and check your application status regularly. **Prior to December 14, 2018**, confirm that all three recommendations have been submitted. Applicants are responsible for verifying completion of their application by the established deadlines. Applications missing recommendations are **incomplete and will not be evaluated**.

Troubleshooting: Applicants also have the option to **print** a hard copy of the recommendation request and provide it to recommenders if there are any issues receiving the email from ISTS.

**For assistance:**If you experience any problems with the online process, please refer to the FAQs section of your application, or contact ISTS at [NHS@applyISTS.com](mailto:NHS@applyISTS.com?subject=NHS%20Scholarship%20Program) or (877) 960-3439. **ALL**technical issues must be forwarded to ISTS during the application process.