



INTERNATIONAL SCHOLARSHIP  
AND TUITION SERVICES, INC.

## Frequently Asked Questions

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### **Who is eligible to apply?**

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Must be a current high school senior who is eligible to attend a two or four year college, university or vocational/technical school.
- Must be a legal U.S. resident.
- Must be less than 21 years of age.
- Must have a minimum 2.7 GPA.
- Must reside within the geographic boundaries of a participating Chapter.

### **How do I apply?**

Go to <https://aim.applyISTS.net/RMHC> (Program Key: RMHC) and create an account, or login to your existing account, with International Scholarship and Tuition Services, Inc. (ISTS).

### **When is the application deadline?**

The application deadline is January 20, 2016.

## Where and when should I send my supporting documents?

- Upload your required documents online directly to your application (preferred). If you are unable to upload your documents, mail your supporting documents following the instructions provided on the Cover Page located within your application. Use the “Print Cover Page” link in any upload section within your application. If you do not follow the instructions exactly, your application may remain incomplete and may not be considered.
- Your documents must be uploaded or post marked by **January 20, 2016** to be considered.
  - If mailing your supporting documents, follow the instructions within the application to “Print Cover Page” located within each Supporting Documents section.
- It is recommended, but not required, when mailing documents to mail them certified mail (return receipt requested), or through any trackable mail/shipping method. This allows you to track your documents and know when they have arrived at ISTS for processing.
- Once fully processed by ISTS, your documents will appear within your application for your review and your status will update on your Home page at <https://aim.applyISTS.net>.
  - Once received by ISTS, it may take several weeks for your RMHC documents to process.

## How do I know if my application is complete?

You may monitor your status of each required form and supporting document on your Home page at <https://aim.applyISTS.net>.

- **Started:** The online form is missing information and/or needs you to click the “Submit” button on the last page of the application.
- **Submitted:** The online form has been submitted, but your application is not yet complete because your documents have not yet been received/processed.
- **Not Received:** The document has not yet been uploaded or if mailed, the document has not yet been processed by ISTS.
- **Processing:** You have uploaded your document and ISTS is reviewing and processing your upload.
- **Accepted:** Your uploaded/mailed document has been processed and reviewed by ISTS and is approved.
- **Complete:** Your online application is Submitted and all required documents have been received, processed, and approved by ISTS. No further action is needed and your application is complete.

## What are the details of the award?

- Most local chapters award a minimum of \$1,000.
- The scholarships will be applied to tuition, fees, books, supplies, and equipment required for course load. **Note: Scholarships may not be applied to room and board or taxation may occur.**
- Institutions must be accredited, nonprofit two or four year college/universities of vocational/technical schools in the United States.
- A student may transfer from one institution to another and retain the award.

## What are the selection criteria?

An independent selection committee will evaluate the applications and select the winners. The committee will consider:

- Financial Need (if applicable)
- Community Involvement
- Essay Content
- Academic Achievements and Records

## **I have several potential school choices. Which one should I list on the application?**

You should list your first choice on the application. If you are chosen to receive an award, it will be your responsibility to make certain ISTS is aware of your final school choice so that your check can be issued accordingly.

## **How and when will I receive notification?**

- Notifications are sent between April 15, 2016 and June 15, 2016.
- Scholarship winners will be notified in writing or via email by local RMHC Chapter representatives and/or ISTS.
- Thank you letters will be sent by local Chapters or ISTS to applicants not selected.
- Add [contactus@applyISTS.com](mailto:contactus@applyISTS.com) to your email address book or “safe senders list” so these important emails are not sent to your junk mail folder.
- **Do not “opt out” of any email sent from [contactus@applyISTS.com](mailto:contactus@applyISTS.com) or you may not receive vital information regarding your scholarship applications.** *Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties. Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.*

## **What are my responsibilities if I am chosen as a recipient?**

- You must enroll as a full time undergraduate in the fall of the year in which the scholarships are awarded.
- You must continue in school the entire academic year without interruption unless approved by the scholarship sponsor.

## **How and when are checks issued?**

This information may differ for each RMHC Chapter. Scholarship recipients will be sent details of their award.

- Checks will be mailed by local RMHC Chapter or ISTS directly to the recipient’s college or university after verification of enrollment.
- Scholarship checks are made payable to the college or university only.

## **Are scholarships taxable?**

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance.

## **Program Administration**

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored scholarship programs.

## Uploading Application Documents Frequently Asked Questions

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### What are the acceptable file formats?

The accepted file formats are listed on your application in the “Supporting Documents” section. The most commonly acceptable file formats are: **.pdf, .tif, .png, .gif, .jpg, .jpeg, .xps and .bmp.**

### Can I upload a document in Microsoft Word™?

No. Because documents uploaded in **Microsoft Word™** are editable, we do not accept this file format. Unless otherwise stated on the application, or instructed by a Customer Care Representative, **.doc** and **.docx** are never accepted documents.

### My document is in Microsoft Word™, how do I convert it to an acceptable file format?

Most newer versions of **Microsoft Word™** allow you to “Save As” and choose **.pdf** as your document type. This will automatically save your document as a PDF, which is an acceptable (and preferred) file format.

### What happens if I upload the wrong file format?

Your document will be rejected, and the status of your document will return to “Not Received.” If you do not return to your application before the application deadline and upload the correct document in an acceptable format, your application will remain incomplete.

### I uploaded my document, and it now says “Not Received.” What does this mean?

Your document has been rejected. If you do not return to your application before the application deadline and upload the correct document in an acceptable format, your application will remain incomplete.

## How do I upload more than one page?

You may upload multiple pages by using a **.zip** file. To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the file you will be uploading (I.E. Transcript, Recommendation, or Tax Documentation).
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop, select "Send to," followed by "Compressed (zipped) folder."
4. Your new **.zip** file will be located on your Desktop, ready to upload. Your new file will have this icon:



## What does the required document listed on the application mean?

Below is a list of the RMHC® required documents with their definition.

1. **Official High School Transcript:** This is a full report of your high school classes and grades. This is not the same as a report card. You may request a transcript through your main office at school.
2. **Financial Documentation:** This is the first two pages of the Federal Tax Form 1040 filed by your parent(s)/guardian(s). Be sure to upload the correct tax documentation. When uploading a 1040, be sure the Adjusted Gross Income (AGI) is visible. [Click here](#) to see an example 1040. **DO NOT** upload a W2. [Click here](#) to see examples of a W2. This is **NOT** an acceptable document and will be rejected resulting in an incomplete application. **NOTE:** Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.

## What if tax documentation is required, and I/my parents do not file taxes?

If you or your parent(s)/guardian(s) do not file taxes or are not required to file taxes, you must upload proof of their non-filing status. This may be any documentation showing Federal Aid, Social Security Income, Food Stamps Statement, Welfare Notice, or documentation from the IRS confirming your non-filing status. [Click here](#) to see an example of a Social Security Benefits Statement.

## What is the difference between Official and Unofficial Transcripts?

**Official transcripts** must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

**Unofficial transcripts** may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

## What if I want to upload more than just the required documents?

Additional documents are not reviewed. Only upload the documents requested. Uploading additional, non-requested, documentation may cause your upload to be rejected and may result in an incomplete application.

## What are the Dos and DON'Ts of uploading documents to my application?

### DO:

- Upload in the correct file format.
- Upload a file that is no larger than 8MB and not a higher quality than 72 DPI (Dots Per Inch)
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page at <https://aim.applyISTS.net> to verify your documents have been accepted.

### DON'T:

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Upload a file larger than 8MB and higher quality than 72 DPI (Dots Per Inch)
- Assume your documents are correct and accepted once you have uploaded them. Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Fax or mail documents to the RMHC Global office for review. Applications are only accepted online and you must submit your supporting documents by uploading your documents or by following the mailing instructions within your application.

## Still have questions? Contact Us.

ISTS

Hours of Operation: M-F 8:00AM – 5:00 PM CST

Phone: 615-777-3750 or toll free 855-670-ISTS (4787)

Email: [rmhc@applyISTS.com](mailto:rmhc@applyISTS.com) (Subject Line: **RMHC**)



# Example Social Security Benefits Statement

## FORM SSA-1099 – SOCIAL SECURITY BENEFIT STATEMENT

<b>2013</b> • PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. • SEE THE REVERSE FOR MORE INFORMATION.		
Box 1. Name		Box 2. Beneficiary's Social Security Number
Box 3. Benefits Paid in 2013	Box 4. Benefits Repaid to SSA in 2013	Box 5. Net Benefits for 2013 <i>(Box 3 minus Box 4)</i>
DESCRIPTION OF AMOUNT IN BOX 3	DESCRIPTION OF AMOUNT IN BOX 4	
SAMPLE	Box 6. Voluntary Federal Income Tax Withheld	
	Box 7. Address	
	Box 8. Claim Number <i>(Use this number if you need to contact SSA.)</i>	

Form SSA-1099-SM (1-2014)

**DO NOT RETURN THIS FORM TO SSA OR IRS**

Department of the Treasury - Internal Revenue Service

Form **W-2** Wage and Tax Statement 38-2099803 **2013**  
**Copy B - To Be Filed With Employee's FEDERAL Tax Return.**  
 This information is being furnished to the Internal Revenue Service.

OMB No. 1545-0048

1 Social Security tax: 99999999.99		3 Social Security wages: 9999999999.99		5 Federal income tax withheld: 9999999999.99	
2 Social Security benefits: 99999999.99		4 Social Security tax on benefits: 9999999999.99		6 Medicare wages and tips: 9999999999.99	
7 Medicare wages and tips: 99999999.99		8 Medicare tax: 99999999.99		9 Medicare tax on benefits: 99999999.99	
9 Dependent care benefits: 99999999.99		10 Dependent care benefits: 99999999.99		11 Nonqualified plans: 99999999.99	
12a Code: See instructions for line 12: XX   999999.99		12b Code: XX   999999.99		12c Code: XX   999999.99	
12d Code: XX   999999.99		13 Statutory rate: 999999.99		14 Control number: 999999	
5 Employee's social security no.: 999-99-9999		6 Employer ID Number (EIN): 99-99999999		11 Other: XXXXXX 999999.99 XXXXXX 999999.99 XXXXXX 999999.99	
16 State: 999999999999999999		17 State wages, tips, etc.: 99999999.99		18 State income tax: 99999999.99	
19 State: 999999999999999999		20 State wages, tips, etc.: 99999999.99		21 State income tax: 99999999.99	
22 State: 999999999999999999		23 State wages, tips, etc.: 99999999.99		24 State income tax: 99999999.99	
25 State: 999999999999999999		26 State wages, tips, etc.: 99999999.99		27 State income tax: 99999999.99	
28 State: 999999999999999999		29 State wages, tips, etc.: 99999999.99		30 State income tax: 99999999.99	
31 State: 999999999999999999		32 State wages, tips, etc.: 99999999.99		33 State income tax: 99999999.99	
34 State: 999999999999999999		35 State wages, tips, etc.: 99999999.99		36 State income tax: 99999999.99	

Department of the Treasury - Internal Revenue Service

Form **W-2** Wage and Tax Statement 38-2099803 **2013**  
**Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)**

OMB No. 1545-0048

1 Social Security tax: 99999999.99		3 Social Security wages: 9999999999.99		5 Federal income tax withheld: 9999999999.99	
2 Social Security benefits: 99999999.99		4 Social Security tax on benefits: 9999999999.99		6 Medicare wages and tips: 9999999999.99	
7 Medicare wages and tips: 99999999.99		8 Medicare tax: 99999999.99		9 Medicare tax on benefits: 99999999.99	
9 Dependent care benefits: 99999999.99		10 Dependent care benefits: 99999999.99		11 Nonqualified plans: 99999999.99	
12a Code: See instructions for line 12: XX   999999.99		12b Code: XX   999999.99		12c Code: XX   999999.99	
12d Code: XX   999999.99		13 Statutory rate: 999999.99		14 Control number: 999999	
5 Employee's social security no.: 999-99-9999		6 Employer ID Number (EIN): 99-99999999		11 Other: XXXXXX 999999.99 XXXXXX 999999.99 XXXXXX 999999.99	
16 State: 999999999999999999		17 State wages, tips, etc.: 99999999.99		18 State income tax: 99999999.99	
19 State: 999999999999999999		20 State wages, tips, etc.: 99999999.99		21 State income tax: 99999999.99	
22 State: 999999999999999999		23 State wages, tips, etc.: 99999999.99		24 State income tax: 99999999.99	
25 State: 999999999999999999		26 State wages, tips, etc.: 99999999.99		27 State income tax: 99999999.99	
28 State: 999999999999999999		29 State wages, tips, etc.: 99999999.99		30 State income tax: 99999999.99	
31 State: 999999999999999999		32 State wages, tips, etc.: 99999999.99		33 State income tax: 99999999.99	
34 State: 999999999999999999		35 State wages, tips, etc.: 99999999.99		36 State income tax: 99999999.99	

Department of the Treasury - Internal Revenue Service

Form **W-2** Wage and Tax Statement 38-2099803 **2013**  
**Copy 2 - To Be Filed With Employee's State, City or Local Income Tax Return**

OMB No. 1545-0048

1 Social Security tax: 99999999.99		3 Social Security wages: 9999999999.99		5 Federal income tax withheld: 9999999999.99	
2 Social Security benefits: 99999999.99		4 Social Security tax on benefits: 9999999999.99		6 Medicare wages and tips: 9999999999.99	
7 Medicare wages and tips: 99999999.99		8 Medicare tax: 99999999.99		9 Medicare tax on benefits: 99999999.99	
9 Dependent care benefits: 99999999.99		10 Dependent care benefits: 99999999.99		11 Nonqualified plans: 99999999.99	
12a Code: See instructions for line 12: XX   999999.99		12b Code: XX   999999.99		12c Code: XX   999999.99	
12d Code: XX   999999.99		13 Statutory rate: 999999.99		14 Control number: 999999	
5 Employee's social security no.: 999-99-9999		6 Employer ID Number (EIN): 99-99999999		11 Other: XXXXXX 999999.99 XXXXXX 999999.99 XXXXXX 999999.99	
16 State: 999999999999999999		17 State wages, tips, etc.: 99999999.99		18 State income tax: 99999999.99	
19 State: 999999999999999999		20 State wages, tips, etc.: 99999999.99		21 State income tax: 99999999.99	
22 State: 999999999999999999		23 State wages, tips, etc.: 99999999.99		24 State income tax: 99999999.99	
25 State: 999999999999999999		26 State wages, tips, etc.: 99999999.99		27 State income tax: 99999999.99	
28 State: 999999999999999999		29 State wages, tips, etc.: 99999999.99		30 State income tax: 99999999.99	
31 State: 999999999999999999		32 State wages, tips, etc.: 99999999.99		33 State income tax: 99999999.99	
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7 Medicare wages and tips: 99999999.99		8 Medicare tax: 99999999.99		9 Medicare tax on benefits: 99999999.99	
9 Dependent care benefits: 99999999.99		10 Dependent care benefits: 99999999.99		11 Nonqualified plans: 99999999.99	
12a Code: See instructions for line 12: XX   999999.99		12b Code: XX   999999.99		12c Code: XX   999999.99	
12d Code: XX   999999.99		13 Statutory rate: 999999.99		14 Control number: 999999	
5 Employee's social security no.: 999-99-9999		6 Employer ID Number (EIN): 99-99999999		11 Other: XXXXXX 999999.99 XXXXXX 999999.99 XXXXXX 999999.99	
16 State: 999999999999999999		17 State wages, tips, etc.: 99999999.99		18 State income tax: 99999999.99	
19 State: 999999999999999999		20 State wages, tips, etc.: 99999999.99		21 State income tax: 99999999.99	
22 State: 999999999999999999		23 State wages, tips, etc.: 99999999.99		24 State income tax: 99999999.99	
25 State: 999999999999999999		26 State wages, tips, etc.: 99999999.99		27 State income tax: 99999999.99	
28 State: 999999999999999999		29 State wages, tips, etc.: 99999999.99		30 State income tax: 99999999.99	
31 State: 999999999999999999		32 State wages, tips, etc.: 99999999.99		33 State income tax: 99999999.99	
34 State: 999999999999999999		35 State wages, tips, etc.: 99999999.99		36 State income tax: 99999999.99	