

## SCHOLARSHIP APPLICATION GUIDE

1. Download the scholarship application form from the webpage.  
<https://www.sim.edu.sg/degrees-diplomas/admissions/scholarships/sim-global-education-scholarship>
2. Open the application form in Adobe Acrobat, complete the form and save it as '**Scholarship application form**'.
3. Organize all your documents and place them into 1 main folder and saved it in your name. Please organize your folder according to the format as stated below.  
Folder hierarchy,

Main folder name - [Applicant name]

a. Sub folder name - [Scholarship application form]

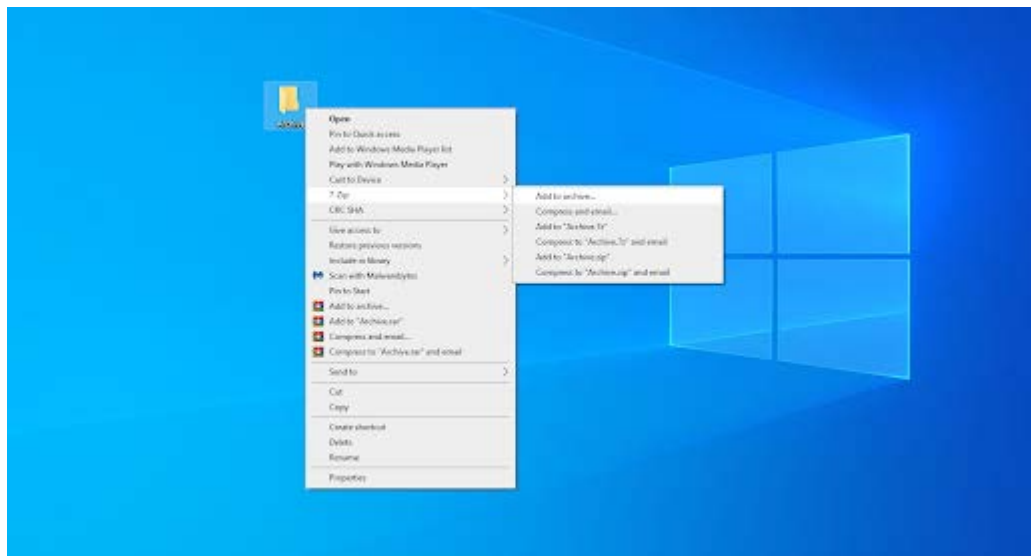
- Scholarship application form.pdf

b. [Sub folder 2] (if any)

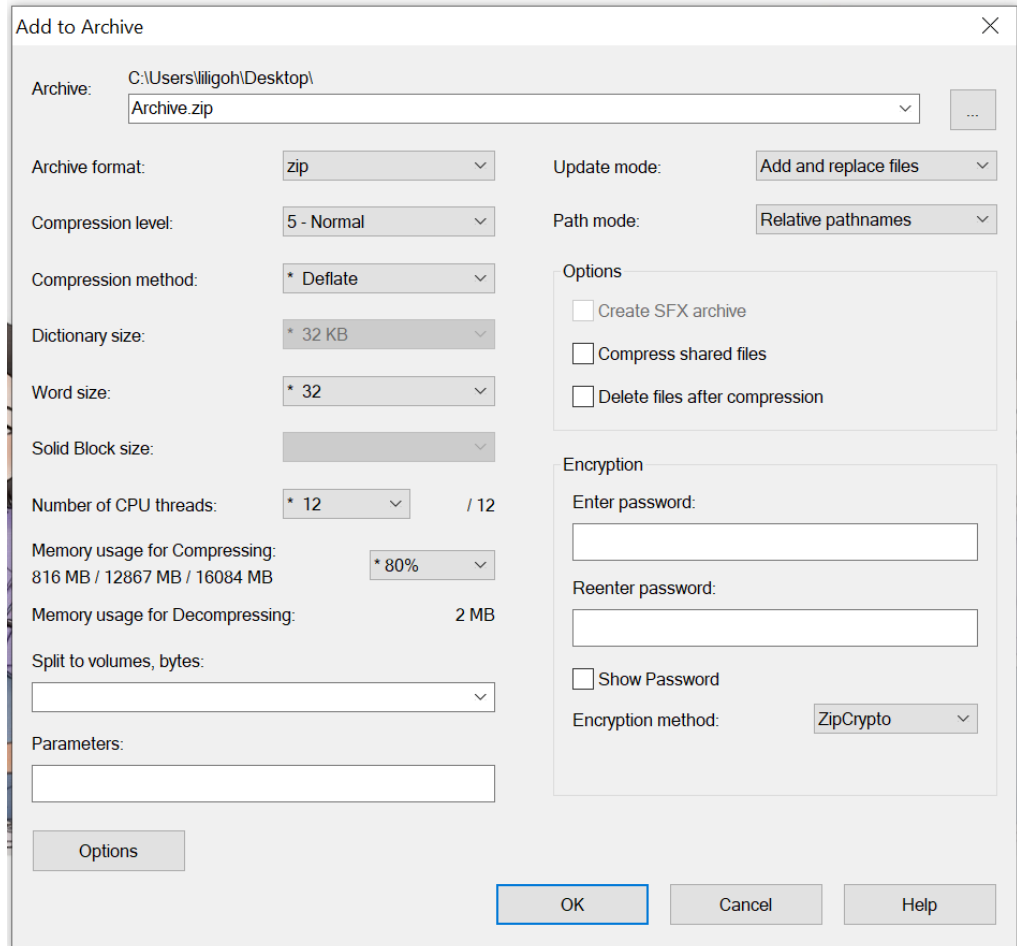
c. [Sub folder 3] (if any)

4. **ZIP the folder and Password protect the folder**

- i. Press and hold (or right-click) folder, select (or point to) **7 - Zip**, and then select **Add to archive**.



- ii. Select the **Add to archive...** option.



- iii. In the Encryption section, enter and re-enter a password by typing in the fields. If desired, you may select an encryption method using the drop-down menu. Set your password using **alphabets (small caps) and numbers only**.
- iv. Click **OK** to create the .zip archive with password protection.
5. Rename the folder to your name.
- i. To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.
6. Submit your scholarship application via email to [scholarship@sim.edu.sg](mailto:scholarship@sim.edu.sg)
7. Key in the email subject title as follows, **Scholarship Application: <Scholarship Category> – <Most recent school / university partner> <Most recent results>** (e.g. Academic – SIM CGPA 3.8).

The maximum allowable file size is 10MB. If your file is larger than 10MB, please split them into a few folders and send them in separate emails.



8. Send the password in a separate email to [scholarship@sim.edu.sg](mailto:scholarship@sim.edu.sg).
  
9. If you have trouble in sending the password protected Zip folder using your SIM mymail account, you may use your personal email address to send in your scholarship application.