



The completed application form and accompanying files must be submitted and/or emailed to application@soarforchange.com by 11:59pm PST of the scholarship application deadline date.

File Naming Convention for Google and Non-Google Applicants

Naming Convention for File Attachments:

For example, if your name is **John Smith** then your files would appear as:





	<u>File Naming Convention</u>	<u>Example</u>
Application Form	Last Name_Application	Smith_Application.pdf
High School Transcript	Last Name_Transcript	Smith_Transcript.pdf
Letter of Recommendation	Last Name_Letter	Smith_Letter.docx
Passion Project	Last Name_Passion	Smith_Passion.pdf

If your Passion Project is contained within multiple files, please follow the naming convention below:








	<u>File Naming Convention</u>	<u>Example</u>
Passion Project	Last Name_Passion	Smith_Passion 1 of 3.jpg Smith_Passion 2 of 3.jpg Smith_Passion 3 of 3.pdf

File Size Limit: 100MB

Additional Application Instructions for Non-Google Applicants

-  Non-Google Applicants must email the scholarship application. At minimum, the email should include 4 file attachments: Application Form, High School Transcript, Letter of Recommendation, and Passion Project.
-  Each email submission must be 25MB or less. If your files exceed this file size limit, try compressing the files into a Zip file, splitting the file in multiple smaller files, or sending multiple emails.
-  Email Subject should be "Last Name, First Name Application"
-  Follow above File Naming Conventions for all attachments

Email Example:

	To...	application@soarforchange.com		
	Cc...			
Subject	Smith, John Application			
Attached	 Smith_Application.pdf 2 MB	 Smith_Transcript.pdf 768 KB	 Smith_Letter.docx 14 KB	
	 Smith_Passion 1 of 3.jpeg 4 KB	 Smith_Passion 2 of 3.jpeg 4 KB	 Smith_Passion 3 of 3.pdf 99 KB	
<p>Please see my completed application for the SOARforCHANGE scholarship.</p> <p>Thank you, John Smith</p>				