

## *Society for the Increase of the Ministry (SIM)*

### **For Students Attending Episcopal Seminaries**

#### **About the Mechanics of making application:**

- After you have received authorization from the Financial Aid Officer of your seminary to submit an application, please go to our website [www.simministry.org](http://www.simministry.org) and click on:
  - **"Seminarrians"** – then move cursor down to
  - **"Scholarships"** – then move cursor over to
  - **"Forms – Episcopal seminaries"** – click for page listing Letter of Instructions, criteria, and forms.
  - **"Application Form A" or "Application Form B"**
- You may type directly onto the form but since there is no way to save it, you will want to gather all the data first and then enter on the form before printing.
- Print a hard copy of your completed application form, sign and submit it to the FAO along with other required paperwork outlined in the Letter of Instructions. This procedure assures that the Dean or Financial Aid Officer will have the opportunity to review, commend, comment and sign your application for his or her direct submission to SIM. This step is required.
- Applications submitted electronically either to SIM or to your financial aid officer will not be accepted.
- Your downloaded and completed application with the required signatures must be in the hands of your financial aid officer no later than March 1, 2011.
- In turn, all applications from your seminary are due to be received in the SIM office by March 15, 2011. Owing to the late date of Easter, it is our intention that you will know of our decision by May 20, 2011.

If you have any questions, you may email or call the SIM office:

Ms. Ruth McElraevy  
Scholarship Program Administrator  
[Ruth@simministry.org](mailto:Ruth@simministry.org)  
860/233/1732

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