



Kalamazoo Area Mathematics and Science Center INSTRUCTIONS FOR PARTS A, B and C

This sheet provides additional instructions for your application to the Kalamazoo Area Mathematics and Science Center (KAMSC). Only ORIGINAL application sheets will be accepted. Please do not fax your application to KAMSC.

- PART A: STUDENT INFORMATION** (the **STUDENT** completes this part) Please print neatly or complete the (fillable) form. If at any time during the application process any information changes, please contact the KAMSC office.
- PART B: PARENT PERMISSION** (**PARENTS/GUARDIANS** complete this part) All parents and guardians are encouraged to read and must sign the permission section. Please do not use a stamp nor type your name; only handwritten signatures will be accepted.
- PART C: STUDENT QUESTIONNAIRE** (only the **STUDENT** should complete this) Responses to the short essay questions should be entered on the separate (fillable) Application Answer Sheet only. Please do not write your responses to the essay questions on the Student Questionnaire form.

IMPORTANT INFORMATION

In order to ensure a fair reading of your application, KAMSC submits applications that are uniform in size and color. The name of the applicant and their school will be cut off at the bottom of each form. Please do not write your name on the top of the forms. Do not submit photocopies nor use paper of a different color. The font should be size 12 on white paper only. Applications are to be submitted on the original forms, downloaded from the KAMSC web site. **Please note: the required documents are fillable forms, that must be downloaded and saved to a computer prior to completing and printing them.**

The Student Questionnaire form and the Application Answer Sheet have been measured to line up with the rest of the application pages that are submitted to KAMSC by your teachers and counselor. All pages are put together and the bottom part of each form is removed before the forms are submitted to the Applicant Review Panel. If the line at the bottom is moved or you type or write below the line (unless indicated), part of your responses may be cut off.

INSTRUCTIONS FOR PREPARING PART C

- Your responses may be handwritten or typed (preferred).
- Please use the Application Answer Sheet downloaded from the KAMSC website (www.kamsconline.com), or included in an application packet that may be obtained from the KAMSC office, to answer the short essay questions. You may use both sides of the Application Answer Sheet for your responses. It is very important not to write or type your responses below the lines at the bottom of the answer sheet. Responses to the essay questions should be limited to the front and back of one Application Answer Sheet only. (Remember to download and save the documents to your computer prior to completing and printing them.)

HANDWRITTEN RESPONSES

- Please do not use pencil. Your writing should be legible so the Applicant Review Panel can fully understand your response.

COMPUTER GENERATED ANSWERS

- Use only the Application Answer Sheet downloaded from the KAMSC website. You may use both sides of the paper but only one sheet may be submitted per applicant. Please add your name to the bottom.
- You do not need to repeat the questions; however, you should number your responses to correspond with the question number.
- Please do not write your responses below the line at the bottom of the sheet or your responses will be cut off.

IN SUMMARY

- Please return all completed documents in their original form. The documents, which include parts A, B and C, plus the Application Answer Sheet, should be submitted by you; the school documents are submitted to us by your high school counselor.
- Once again, please write your name at the bottom of the sheet, not at the top.
- No photocopies, emails, or faxed copies will be accepted; only original application documents will be accepted.