Guide to Online Application

To apply to the Mathematics & Science for Minority Students program – better known as (MS)², candidates must complete the (MS)² online application.

The (MS)² application consists of multiple sections, some that should be completed by the applicant, while others must be completed by a family member (parent or guardian). The applicant may begin a section, logout, and then return at a later date to complete the application. Information requested includes:

- Applicant Information
- Household Information
- Affiliations
- School Information
- Recommendations
- Current Grades/Transcript
- Applicant Essays
- Parent Essays
- Financial Statement (Income Verification)

Applicants must submit four recommendations – Middle School (math or science teacher), High School (math or science teacher), High School Counselor/Advisor, and Personal. Applicants will provide the name and email address of each of their four recommenders within the online application. Our system then will generate an automatic email that will be sent to each recommender with a link to an online recommendation form. Applicants will be able to see when their recommendations have been submitted through the Applicant Profile in their online account (by going to “Check Application Status” on our website.)

(MS)² is a scholarship program. In order for an application to be considered complete, applicants must provide verification of household income for each of their parent(s)/guardian(s). Applicants must upload (e.g., scanned PDF, jpg photo, etc.) a signed copy of their parent(s)/guardian(s) tax return or other documentation in order to submit the online application.

Below are detailed instructions and screen shots of the online application. If you have questions or concerns, please contact the (MS)² office at ms2@andover.edu or (978) 749-4402. We are available Monday through Friday from 8:00 am to 3:00 pm (EST).
1) Log on to the (MS)² website: www.andover.edu/ms2.
2) Click “APPLY FOR (MS)2.”
3) Click on “APPLY NOW.”

All prospective (MS)² scholars must establish an account before starting their (MS)² application. Accounts are created by completing the (MS)² Inquiry Form, which is accessed through the “APPLY NOW” button.

Apply today to (MS)²!

Ongoing applications from African American, Hispanic Latino, and Native American students who are currently in the 8th grade in the following city public school districts: Atlanta, Baltimore, Boston, Chicago, Cleveland, Fort Worth, Texas; Lawrence, Mass.; Louisville, Ky.; Memphis, Tenn.; and New York City, as well as Washington, D.C. Native American students may apply from any geographic area of the United States. All candidates must have a demonstrated financial need.

(MS)² will run from June 1 through July 20, 2023 on the campus of Phillips Academy. Applications and supporting documentation are due December 21.

STEP 1: CREATE ACCOUNT

All prospective (MS)² scholars must establish an account before starting their (MS)² application. Click the “Apply Now” button to create an account.

After you complete the inquiry form, a confirmation email will be sent to the "contact email" provided. It will contain your account Username and Password to log in to the online (MS)² application. All future communications about the status of your (MS)² application also will be sent to the "contact email."
4) Complete Inquiry Form.

Once (MS)² the inquiry form is submitted, a confirmation email will be sent to the "contact email" provided. It will contain the account Username and Password. The applicant will use these credentials to log in to the application to answer essays, request teacher recommendations, submit financial documents, etc.
5) **Log in to Application.**

We encourage applicants to bookmark the “[Online Application Login](#)” page so that they may easily return to the application – to continue working on their essays, submit the completed application, and check the status of requested recommendations.
6) Check Application Status.

Each time an applicant logs in to their account, they will be brought to the “Applicant Profile.”

- If an applicant is just beginning an application, click "Apply Now."
- Returning applicants will be able to continue an application they have started by clicking on “Online Application in Progress-MS2” in the “Applications” box.
- Applicants will see the status of recommendations or other required documents in "Status Update" box.
7) **How to Apply**

When you begin your application you will see instructions on how to navigate within the application.

We are thrilled you have decided to apply to (MS)^2, and we are eager to learn more about you.

In the pages that follow we will ask you to provide information about yourself, your family, and your reasons for wanting to spend three summers at (MS)^2. There are some sections that should be completed by you the applicant, while others must be completed by a family member (parent or guardian, teacher or school administrator). You will need to click the “Save & Next” button at the bottom of each page (including the “How to Apply” page). Once all sections are complete, a “Submit Application” page will appear.

You will receive regular email notifications throughout your application process as you complete each required component, and can always return to your profile page to check on the status of your application. You can choose to work on this application in bits and pieces, saving sections as you complete them. The application does not need to be completed in a single sitting.

We recommend you write down the login credentials (Username and Password) that you selected upon creating an account, so that you can easily return to the login page and access your profile as needed.

Once you have completed all the required sections, please submit your application. You do not need to wait until your four recommendations have been submitted, our system will match the recommendations with your application. Once the four recommendations have been received, your application will be considered “complete.”

If you need assistance or have questions about the online application, please do not hesitate to contact us at ms2@andover.edu.
8) **Applicant Information**

In this section, the applicant will provide basic biographical information (e.g., name, grade, email, cell phone).

9) **Primary/Secondary Residence Information**

Applicants provide information on each of their parent(s)/guardians(s) (e.g., name, address, email, cell phone).

10) **Affiliations**

Applicants indicate whether they have any family who have attended or worked at \((MS)^2\) or Phillips Academy, Andover.
11) School Information

Applicants provide the name, city, and state of their school as well as the name and contact information for their guidance counselor/administrator.

12) Recommendations

Applicants must submit four recommendations – Middle School High School (math or science teacher), High School (math or science teacher), High School Counselor/Advisor, and Personal. Applicants will provide the name and email address of each of their four recommenders in the online application. Our system then will generate an automatic email that will be sent to each recommender with a link to an online recommendation form. Applicants are responsible for ensuring their teachers submit their recommendation forms by the December 31 deadline. Applicants can see the status of each recommendation form (e.g., date submitted) on their Applicant Profile.

For those applicants who are on a Block Schedule and not currently enrolled in a course for which there is a required recommendation, you may still apply. Please contact us at ms2@andover.edu for guidance from whom to request a recommendation.

If an applicant does not have a school counselor/advisor, a request may be sent to the Head of School, principal, vice principal, or another member of the school's administration who can provide an official account of the applicant's academic performance. A copy of the applicant's school transcript must be submitted at the same time the school official submits the guidance counselor recommendation form.

Personal recommendation requests may be sent to a coach, faith leader, employer, scout leader, current/former teacher, or adult who has worked closely with the applicant.
13) Current Grades/Transcript

Applicants must submit a transcript of their 9th grade classes and grades. This document does not need to be an official "paper" school transcript. You may submit a PDF or photo of your most recent report card and/or progress report.
14) Applicant Essays

Applicants must respond to the Essay and each of the three short answer questions. The Essay should be 300-500 words or fewer. Short Answer Questions each should be 150 words or fewer.

**Essay Question.** Tell Us Your Story.
In 300-500 words, introduce yourself, your family and community and your role within them, describe your interests, activities, what you value or brings you joy.

**Short Answer Questions**
The mission of (MS)2 is to advance diversity in the STEM fields by cultivating the mathematical and scientific abilities of underrepresented high school students of color. Please respond to each of the following short answer questions in 150 or fewer words.

1. How did you learn about (MS)2 and what motivated you to apply? What excites you about being a (MS)2 scholar?
2. Briefly discuss a current issue, global or local, indicating why you consider it important or meaningful to you, and what you can do about it.
3. Phillips Academy is committed to creating an intentionally diverse summer community and to serving youth from every quarter as an essential part of its mission. What benefits do you see to being part of such a diverse community and what do you hope to gain from this experience?
4. (OPTIONAL) If there is anything else you would like us to know about you as we review your application?
15) Parent/Guardian Essays

Parents/guardians are asked to write short answers to the following questions:

1. Please describe the applicant's family (e.g., who is in the family unit). List the members who reside in the applicant's primary household and their relationship to the applicant.
2. What are three adjectives you would use to describe the applicant?
3. What are the applicant's interests? What are they passionate about? What are they motivated by?
4. If admitted to (MS)2, how do you believe your student will react to living away from home? Has the applicant been away from home for an extended period of time? How do you as the parent/guardian feel about not having your student home for five weeks for three consecutive summers?
5. What concerns, if any, do you have about the applicant attending the (MS)2 program?
6. Is there anything else you would like us to know about your applicant?

16) Financial Information

In order for an application to be considered complete, applicants must provide verification of household income for each of their parent(s)/guardian(s). Applicants must upload (e.g., scanned PDF, jpg photo, etc.) a signed copy of their parent(s)/guardian(s) tax return or other documentation in order to submit the online application. In addition, parents/guardians are asked (but not required) to provide the following demographic information:

- First generation 4-year college student
- English-only language household
- Single-family household
- Free or Reduced-Lunch eligible
Guide to Online Application

**Required Income Verification**

Each parent/guardian must provide a copy of their Federal Income Tax Return forms to verify household income. If your parent/guardian did not file taxes, please provide a Reduced Lunch or Welfare Verification form.

- **2021 Federal Income Tax Return Forms** - a signed copy of your tax return (Form 1040) including your supplemental forms (W2, 1099, etc.)

- **Reduced Lunch Verification Form** - signed by a school official.

- **Welfare Verification Form** - a signed statement from your welfare caseworker verifying the amount paid each month for aid to you and your children. The caseworker will supply this to you at your request.

<table>
<thead>
<tr>
<th>Adjusted Gross Income (Household 1)</th>
<th>No. Dependents (Household 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Enter Line 11 on 2021 Form 1040)</td>
<td>(Enter No. Claimed on 2021 Form 1040)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjusted Gross Income (Household 2)</th>
<th>No. Dependents (Household 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Enter if applicable)</td>
<td>(Enter if applicable)</td>
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You may submit a single file with all income verification documentation, or you may upload multiple files one at a time. In addition, you may submit a letter explaining any special family circumstances. You may mark out personal information (e.g., social security numbers or dates of birth).

To upload a file:

1. Click on the “Select” button to choose the file (PDF, JPEG, GIF, or PNG) from your computer. When selecting multiple files to upload, please make sure the files are in the same folder. For PC users, hold CTRL when you select the files with the mouse from the file selection window. For Mac users, hold the COMMAND key when you select the files with the mouse. This will enable multi-selection.
2. Click on the “Upload” button.
3. When you are finished uploading all the files you would like, click the “Save & Next” button.

**Additional Information (optional)**

Please use the space below to share anything else you would like us to know about your family’s finances (e.g., recent job loss, college expenses, caring for elder or other relatives, etc.)?

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Summer 2023

(MS)^2, Phillips Academy, 180 Main Street, Andover, MA 01840
17) Submit Application

(MS)^2 is a scholarship program. There is no fee to apply, and all accepted scholars attend free of charge. Transportation expenses (including airfare) are included in the scholarship for all three summers.

(MS)^2 Submit Application

(MS)^2 is a scholarship program; there is no fee to apply or attend.

The (MS)^2 program is free of charge to all accepted scholars. The program includes room and meals, textbooks, course materials, and transportation to and from the program for the scholar each of the three summers. Accepted students are responsible only for incidental personal expenditures (e.g., laundry, snacks, etc.). No student should refrain from applying to (MS)^2 program because of inability to pay these additional costs.

By clicking on the "Submit Application" button, I certify that all information is accurate to the best of my knowledge.

Submit Application