Guide to Online Application

To apply to the Mathematics & Science for Minority Students (MS)\(^2\) program, candidates must complete the Andover Summer online application. (MS)\(^2\) no longer offers a paper application.

The online application consists of multiple sections, which will appear on the left menu bar as the applicant proceeds through the application. 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 (parent/guardian)
- School Information
- Affiliations
- (MS)\(^2\) Essays
- Parent Essays
- Recommendations
- Financial Statement (Income Verification)

Applicants must submit four recommendations – Math, Science, Guidance Counselor (or a school official), and Supplemental. 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 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 “INQUIRE 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.

(MS)$^2$ accepts applications from African American, Hispanic/Latinx, and Native American students who are currently in the 9th 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.

The (MS)$^2$ program will run from Tuesday, June 30 through Sunday, August 2, 2020.
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 students 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.
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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” in the “Applications” box.
- Applicants will see the status of recommendations or other required documents in "Status Update" box.
7) **Select A Program.**

Applicants interested in applying to the (MS)$^2$ program, should select “(MS)$^2$” from the drop down menu.
8) Applicant Information

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

9) Household Information

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

10) Affiliations

Applicants indicate whether they have any family who have attended (MS)^2 or Phillips Academy, Andover.

11) (MS)^2 Essays

Applicants must respond to each of the following essay subjects and short answer questions. Essay A and Essay B each should be 300 words or fewer. Short Answer Questions each should be 150 words or fewer.

Essays
- Essay A. Tell Us Your Story.

- Essay B. Academy Award-winning actor Jack Lemmon, Phillips Academy Class of 1943, once said, “Failure seldom stops you: what stops you is the fear of failure.” Describe a time when you overcame the fear of failure. Did you succeed, fail, or something in between? What did you learn from the experience?
11) (MS)^2 Essays (contd.)

Short Answer Questions

• How did your interest in math and science start? Why do you enjoy math and science? What type of math and science do you like best?
• What do you anticipate studying in college? What makes you interested in this field?
• One of the events students participate in while attending (MS)^2 is cultural sharing. This is an opportunity for the three cultural groups in the program to share information about their cultural backgrounds and heritage. As a member of one of these groups, African American, Latino/a, or Native American, what would you share with other students about your cultural heritage and why?
• We recognize that three summers is both an opportunity and a sacrifice for you. What do you hope to gain by participating in (MS)^2? As an underrepresented student of color, how do you think (MS)^2 will benefit you?
• Is there anything else you would like us to know about you as we review your application?

12) Parent/Guardian Essays

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

• 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.
• 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?
• Please comment on the applicant's initiative, determination, self-reliance, responsiveness, control of emotions, sense of humor, social skills, etc.
• What concerns, if any, do you have about the applicant attending the (MS)^2 program?
• Is there anything else you would like us to know about your applicant?
13) Financial Information

In order for an application to be considered complete, students 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
14) Recommendations

Applicants must submit four recommendations – Math, Science, Guidance Counselor (or a school official), and Supplemental. 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 15 deadline.** Applicants can see the status of each recommendation form (e.g., date submitted) on their Applicant Profile.

If a recommendation request is being sent to a teacher, the applicant should currently be enrolled in this teacher's class. 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 on whom to request a recommendation.

If an applicant does not have a guidance counselor, 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.

Supplemental 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.
(MS)$^2$ applicants must submit four recommendations in order for their application to be complete.

1. Guidance Counselor with Transcript Recommendation
2. Math Teacher Recommendation
3. Science Teacher Recommendation
4. Supplemental Recommendation

Recommendations are requested and received through your online application.

To request a recommendation,
1. Click on the below "Request" button beside the type of each required recommendation.
2. Enter the First and Last names of that recommender as well as their email address.
3. Click the "Submit" button.

An email will automatically be sent to that recommender with a link to the online recommendation form. The recommender will complete the form and submit it on the applicant’s behalf. The applicant may check the status of each recommendation request by logging in to the online application and going to the Applicant Profile.

If a recommendation request is being sent to a teacher, the applicant should currently be enrolled in this teacher’s class. 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 on whom to request a recommendation.

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<table>
<thead>
<tr>
<th>Type</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>Guidance Counselor/Transcript - (MS)$^2$</td>
<td>Request</td>
</tr>
<tr>
<td>Math Teacher Recommendation - (MS)$^2$</td>
<td>Request</td>
</tr>
<tr>
<td>Science Teacher Recommendation - (MS)$^2$</td>
<td>Request</td>
</tr>
<tr>
<td>Supplemental Recommendation - (MS)$^2$</td>
<td>Request</td>
</tr>
</tbody>
</table>
Recommendation Form

Applicants should request a recommendation from those who are most familiar with the applicant's character and academic achievements.

- If the request is sent to a teacher, the applicant should currently be enrolled in this teacher’s class.
- If an applicant does not have a guidance counselor, 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 student's academic performance.
- Supplemental 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.

Please fill in the first and last names, as well as the email address, of the person from whom you are requesting a recommendation on behalf of the applicant.

<table>
<thead>
<tr>
<th>Math Teacher Recommendation - (MS)²</th>
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<tbody>
<tr>
<td>Teacher First Name</td>
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<tr>
<td>Teacher Last Name</td>
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<tr>
<td>Email</td>
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Submit
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Applicant Profile

The Applicant Profile provides a snapshot of the application status for the individual whose name appears in the upper right-hand box.

- If you are just beginning an application, simply click on the words "Add New" in the Applications box.
- If you are returning to the page to continue an application, click on the words "Online Application in Progress." 
- If you'd like to know the status of your teacher recommendations or other required documents, look under the "Status Update" box.
- To review the status of an application for another family member, click on the drop-down box in the upper right corner.
- If you would like to delete a new application for another member of your family, please click on the "Add Additional Student" button located above.
- If you would like to leave this screen at any time, click on the word "Logout" located on the upper right side of the black bar border.

If you have any questions or concerns, please email summer@andover.edu.

Add Additional Student

Applications

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Teacher Recommendations

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<tr>
<td>Supplemental Recommendation - (MS)2</td>
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Status Update

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<tbody>
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<tr>
<td>2012/2020</td>
<td>Guidance Counselor/Transcript - (MS)2</td>
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<td></td>
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<tr>
<td>2012/2020</td>
<td>Income Verification Documentation - (MS)2</td>
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</tbody>
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Applicant Info

Name: Zimmer, MS II Test 2020
Age: 18 yrs, 9 mos. (1/1/2005)
Usually Called: MS II Test 2020
Gender: Male
Current School: Excel Academy
Current Grade: 0
Ethnic Group: Two or more races
Student Email: zimmer.mii2020@gmail.com
Year: 2020/2021

Family Info

Address:
Address Line 1
Address Line 2
City
State/Province
Postal Code
Country
Email: zimmer.mii2020@gmail.com
Phone: 9787404482

Payments

-
15) Submit Application

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

Submit Application

(MS)$^2$ is a scholarship program. There is no application fee or tuition.

Applicants must certify that all information submitted in the application is accurate by clicking the "Submit Application" button.

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<tr>
<th>Fee</th>
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<tbody>
<tr>
<td>Application Fee</td>
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</table>

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