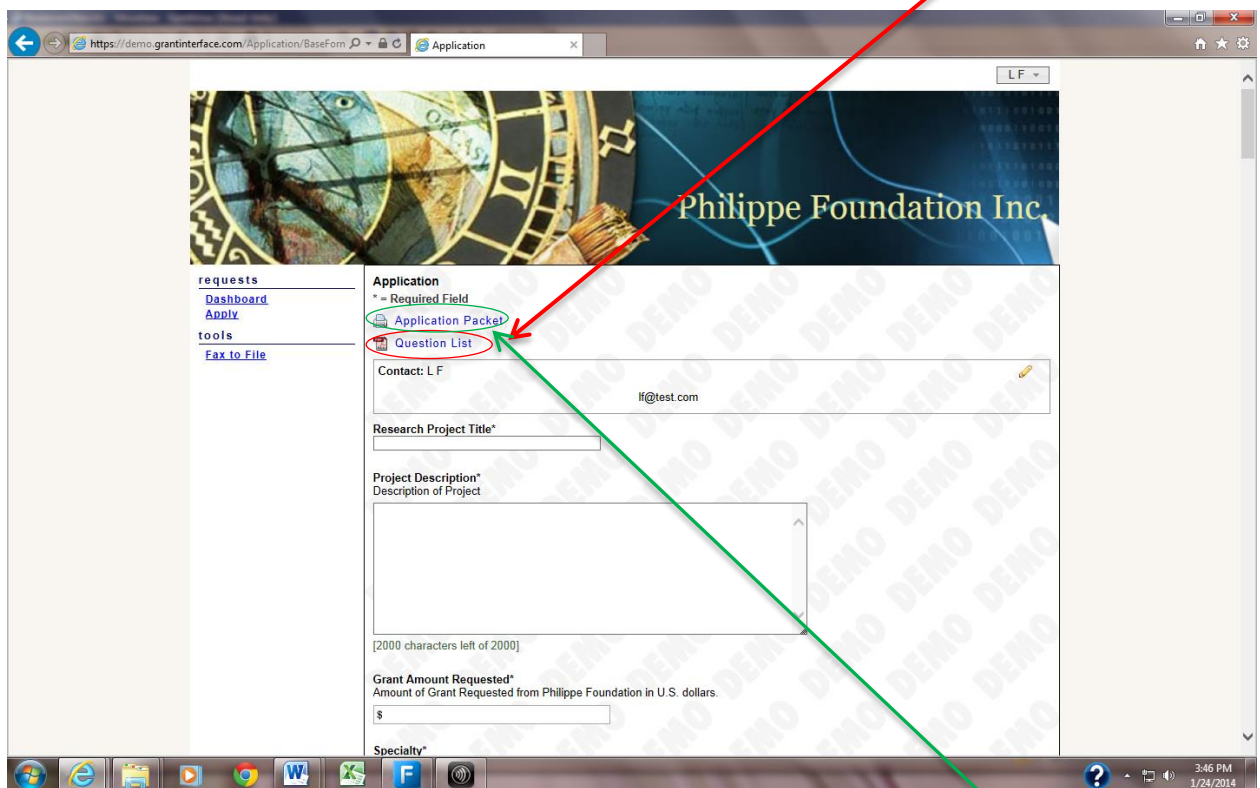


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NEW YORK, NY 10119
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www.philippefoundation.org

APPLICATION GUIDELINES

1. Please use your **personal email** when you start your application process so that your email stays current and you can continue to receive messages from the Philippe Foundation even after you move or change your work email.
2. You will receive a confirmation email of your registration after you login for the first time. If you do not see it, check your spam folder.
3. Please add **administrator@grantinterface.com** to your list of verified addresses so that emails from this site do not end up in the spam folder. If you do not see any communication from Philippe Foundation, please check your spam folder.
4. On top of your application page, there is the pdf document **Question List**. You may save this document as a reference to review offline the list of questions required for this application. You are still required to fill your application online directly on the website.



5. On top of your application page, there is an icon **Application Packet** that will allow you to print (or save) your application together with your answers.
6. All questions marked with * are required. You cannot submit your application without answering them.

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7. You can save your application many times “**Save as Draft**” on the bottom of the page and return later to continue to fill your application. We suggest you save your application regularly while your work on it to prevent any loss of data.
8. You have to send Letter of Recommendation emails to your sponsors directly from your application page before you submit your application.
9. Once you click **Submit Application**, you can no longer modify your answers, but you can still view your application.
10. If you cannot submit your application before the deadline of the current session, you will have to start a new application for the next session. However, you will still be able to see the expired application and copy & paste your answers into the new application.
11. Please do not mail any applications to the office. Everything should be completed via the online application. If you have issues uploading documents, please let us know.
12. If you forgot your password, please contact Philippe Foundation via email to reset the password.
13. You can only apply to the current quarter session (apply in January-February for the March session). You cannot apply in February for the December session, you have to wait until the application process for December session is open (September 1st – November 30th).