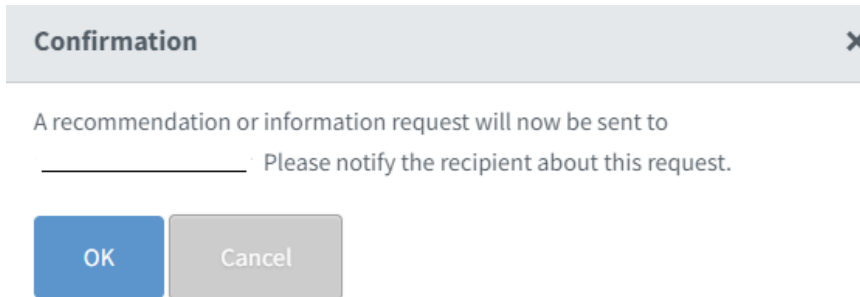


Student Academic Grant Application Process

1. Complete application form including personal information and all application questions.
2. You will come to the section requesting contact information for the person who will provide a recommendation. When you provide the required information and click "Next" the following screen will appear:

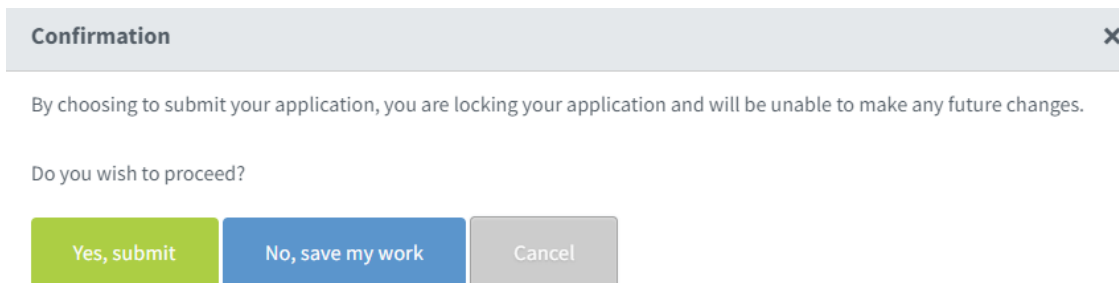


A confirmation dialog box with a grey header bar containing the word "Confirmation" and a close button (X). The main text reads: "A recommendation or information request will now be sent to _____ Please notify the recipient about this request." Below the text are two buttons: a blue "OK" button and a grey "Cancel" button.

When you click OK and an email to the person listed will be **automatically** sent to them asking to complete the recommendation form.

3. Complete the final steps of the application form including academic support provider information.

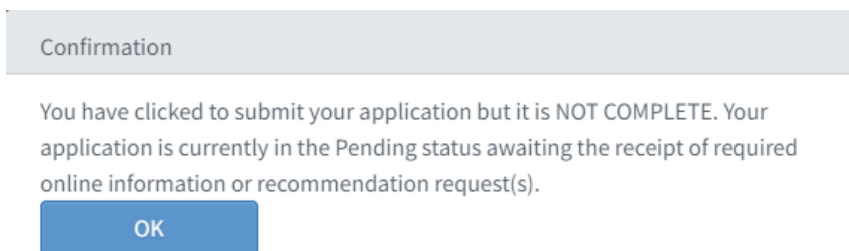
Click Submit. The following window will appear:



A confirmation dialog box with a grey header bar containing the word "Confirmation" and a close button (X). The main text reads: "By choosing to submit your application, you are locking your application and will be unable to make any future changes." Below this is the question "Do you wish to proceed?" and three buttons: a green "Yes, submit" button, a blue "No, save my work" button, and a grey "Cancel" button.

If everything is complete and accurate, click "Submit."

The following window will appear:



A confirmation dialog box with a grey header bar containing the word "Confirmation". The main text reads: "You have clicked to submit your application but it is NOT COMPLETE. Your application is currently in the Pending status awaiting the receipt of required online information or recommendation request(s)." Below the text is a single blue "OK" button.

Your application will remain in "Pending" status until the person from whom you requested a recommendation submits their form.

When the person giving the recommendation completes the recommendation form, you will receive an email notifying you that they have submitted an Academic Support Recommendation. **You may need to send them a reminder about the application and request that they complete the recommendation form.**

With the submission of the recommendation, your application will **automatically** be updated to the status of "submitted." You don't need to do anything further.