



## INSTRUCTIONS FOR COMPLETING TYPE-ABLE PDF FORMS

1. These forms will be easiest to complete from a computer (versus a tablet or mobile phone).
2. Make sure you have Adobe Reader installed on your computer. This is a free PDF viewer: <https://get.adobe.com/reader/> -- Reader is available for PCs and Macs.

*When downloading the Reader, uncheck the boxes for optional plugins and software. Those are not required and can add unnecessary software to your machine.*

3. View the documents by clicking the links provided in the email or on the website.
4. Save each attachment to your hard drive.

*Note: if you start typing in the forms BEFORE the documents have been saved to your hard drive, you might lose your work. Save them first, then begin working.*

5. You should be able to complete the forms at your leisure. Save them each time you plan to finish and close them. You can pick up where you left off when you return to the form.
6. When finished and ready to submit, make sure all the changes have been saved. Attach the completed application form along with any other documentation to an email message, and send it to the address on the application.

\*\* If you have difficulty completing the forms electronically, you may print and hand write your answers in the forms. However, you should use blue or black ink, PRINT, and make sure your handwriting is legible. Essays must be typed.

For more information, you can visit Adobe's support page for help: <https://helpx.adobe.com/acrobat/11/using/filling-pdf-forms.html>