Application Tips

When filling out applications, follow these handy tips!

√ Be prepared!
Bring a filled out sample you can use as a guideline.

√ BE NEAT!
Print the information with a blue or black pen. Take your time!

√ Be Complete!
Answer all the questions. Use 'N/A' if something does not apply to you. If you do not have all the information, take it home or to your ETS to get help in completing it before turning it in again.

√ Be Correct!
Watch your spelling, grammar, and punctuation. If you can take the application with you, do it at home and have someone check through it with you before you turn it in.

√ Be Accurate!
Make sure you have all the dates and information you need to completely fill the application out.