

STUDENT STEP-BY-STEP INSTRUCTIONS:

Step 1: Log in to the website.

After your faculty representative registers you, you will receive an email containing your user name (your email address), password, and a link to the on-line application. Click on the link and enter your user name and password.

***The Foundation recommends that you use Internet Explorer to complete the application. While the application will work in other browsers, we can only guarantee full functionality in Internet Explorer.

Step 2: Review application instructions.

The instructions will appear on the first screen. You may return to these instructions at any time. There will also be help with individual questions along the way.

Step 3: Download *Resources* documents.

The next screen allows you to download request forms for your three letters of recommendation and your transcript. These documents are pre-printed with your name and the identification number used by the Foundation to locate your file. These forms are provided for your convenience. They do not need to be returned to the Foundation.

Your Faculty Rep has the ability to upload your letters of recommendation and your transcript and transmit them electronically to the Foundation. Please coordinate submission of materials to the Foundation with your Faculty Rep.

If he or she is unable to electronically submit the materials to the Foundation, please include these forms with your letters and transcript. If your materials must be mailed to the Foundation, please work with your Faculty Rep to ensure that the Foundation receives the materials one week prior to the deadline. This additional time is needed to process the paper materials correctly.

Step 4: Confirm your profile.

Your Faculty Rep has entered preliminary information into your profile. Please check to make sure that this information is correct-*especially information regarding your permanent residence*. The information regarding your permanent residence is used to determine the state in which you will compete. If you have questions about how to determine your permanent

residence, click the “What’s This?” link at the top of the section where you enter your permanent residence.

You can also change your password to something that is easy for you to remember. If you forget your password during the application process, click the “Forgotten Your Password” link and it will be emailed to you. Click the Next button at the bottom right side of the page to move to the next step.

Step 5: Begin your application.

You can navigate your application by using the numbered menu on the left side of your screen. These links will take you to any portion of your application, and you can complete the application in any order that you wish. Some important features to be aware of while completing your application:

- You will be limited in the amount of text you can include in your answers. The character count listed after each response includes spaces.
- For open-ended questions, you can either cut and paste material from another program or work directly in the on-line application. Please keep in mind that spell check is not currently enabled for this portion of the application; you will need to check your work carefully.
- To insert additional space for activities, click on “add another.”
- You can view your entire application at any time by clicking on “Preview Full Application” at the bottom of the menu. You can also print your full application at this time. Printing the application may be a helpful way to determine if there are any problems with the formatting of your application.
- Each page includes a “Save Full Application” button at the top right. It is recommended that you save often. Sessions will time out after a long period of inactivity; if you plan to be away from your computer, save your work before you leave. Please note that the Truman Foundation will not view your application until your Faculty Rep has submitted it.

Step 6: Create your policy proposal.

When formatting your policy proposal, there are several new editing options that will be available to you above the text box if you are using Internet Explorer. These tools will allow you to format your policy proposal in much the same way that you would format a document in Microsoft Word, including the ability to copy/cut/paste, insert special characters or tables, insert hyperlinks, and create numbered or bulleted lists. The spell check feature is also available in this area.

We ask that you limit your policy proposal to approximately 500 words (exclusive of titles, citations and heading information). There is a pop-up box

that will remind you of this number whenever you save your proposal. We have also provided character counts in each section for guidance. While we are not especially strict about the word or character count in this section, the purpose of the policy proposal is to see how well you express your ideas in a limited area. You should do your best to confine yourself to the limits provided. Please put all extended citations and footnotes on the second page of the policy proposal (Step 12: Policy Proposal References). Do not include lengthy citations and footnotes in the body of your policy proposal.

There is no character or word limit for the Policy Proposal References section. However, please note that readers consult this section only to see if you have used appropriate sources and cited material where needed. While some explanatory material in this area might be helpful, applicants should be cautioned against including vast amounts of material in this section. Tables, extensive footnotes, maps and diagrams will not be reviewed and should not be included.

You may use any citation format you wish for your references.

Step 7: Submit your application to your Faculty Rep.

When you are ready to have your Faculty Rep review your application, proceed to the "Submit to Your Fac Rep" section. If you have left questions blank, you will also see a reminder message on this screen.

Even after you submit the materials to your Faculty Rep, you can continue to edit your application and change answers. The Truman Foundation will not view your application until your Faculty Rep has officially submitted it.

Your Faculty Rep will review your application page by page. He or she can either accept the page or suggest changes. If your Faculty Rep recommends changes, the system will generate an email with suggested changes and send it to you. After you review the changes, you should reply to the email. Your Faculty Rep will then know to review the updated pages and then either approve them or send additional corrections.

Step 8: Application Complete!

Once your Faculty Rep has approved your entire application, you will receive an email notifying you that your application has been sent to the Foundation. Shortly after that, you will begin to receive notifications regarding the competition. Best of luck!