# PSAonline Form-Specific Instructions
## Receipt Deadline: 5:00 p.m., central time, February 21, 2008

## FOR STUDENTS:

**Candidate Control Form** – Because this form contains information we'll use to verify your eligibility as a candidate, the system will automatically take you to this page first. The first time you access this form, you will see your data in "initial caps" format – the first letter of every word, and only the first letter, will be capitalized. The information provided on this page was obtained from your ACT or SAT test registration. Please review this information for accuracy and **correct any capitalization errors.** If you need to make any changes other than capitalization to the data we have on file for you, the system will again check your eligibility and prompt you with further directions if needed.

**Candidate Essay Form** and **Supporting Information Form** – You may cut and paste your answers to the long and short essay questions from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form. **Note that character counting is not consistent across all applications.** You may find the character counting in PSAonline is different from that of your word processor, so leave yourself plenty of time to make any edits that might be necessary.

**Secondary School Report** – Choose someone from your school who knows you well, such as a teacher, counselor, or principal, and ask him or her to complete this form on your behalf. Do this as soon as possible to allow adequate time to complete the form and send your transcript. The form may be submitted on paper or online. If the person you choose wishes to complete the form online, he or she will need to get the password and user ID from the head of your Guidance Office. Note that, just like the other application materials, the SSR and your transcripts must also be **RECEIVED** by the deadline, regardless of who sends them, or else your application will be disqualified. Transcripts must be sent in **hard copy**. They will not be accepted online or via email.

## FOR TEACHERS & SCHOOL OFFICIALS:

**Secondary School Report and Transcripts** – Please be sure to answer questions A-F. You may need to get this information from your Guidance or Counseling office. You may cut and paste your answers to questions G-N from a word processor. If you choose to do this, **proof your work carefully AFTER you paste it into the form, paying close attention to special characters such as apostrophes and double quotes.** You may find a string of characters and/or boxes in place of any special characters you may have used in your response. If this happens, simply delete the invalid characters and type the correct character directly in the online form. Also note that the **character counting in PSAonline may not be the same as your word processor,** so if you cut and paste your responses, you may need to do some editing afterward.

Please note that **the SSR and the student's transcripts must be RECEIVED by the deadline,** regardless of who sends them, or else the student's application will be disqualified. Transcripts must be sent in **hard copy**; we cannot accept them via fax or e-mail.