

Step 1: Click “Apply” on the Travis Companies Scholarship Landing Page



Step 2: Create an Account

Please type your information in the box on this page including:

First Name

Last Name

Email Address (make sure you have no typos)


Then, create a password.

Type your password in the “Password” Box, and then type it again in the “Confirm” box

Finally, click “Create Account”

I'm a new user I already have an account

Create an account for Scholarship America

 Signup with Google

OR

First name Last name

Email

Password Confirm

Use 6 or more characters, including at least one upper case character and one lower case character and one digit.

You agree to the software's [Terms of Service](#) and [Privacy Policy](#).

Step 3: Check Your Email

You will receive this email from Scholarship America with a code to type in to the next page in your application. Please type the code into this webpage in the application.



You have selected this email address as your new **Scholarship America** account on NextZen. To verify this email address belongs to you, please enter the code at the bottom on the email verification page:

Why did you receive this email?

Scholarship America requires verification for all email addresses used for creating accounts. You cannot use your account till it's verified.

If you did not make this request, you can ignore this email.

0 9 1 5 2 3

This code will expire 10 minutes after this email is sent.

Translate Email Message:

You have selected this email address as your new **Scholarship America** account on NextZen. To verify this email address belongs to you, please enter the code at the bottom on the email verification page:

Why did you receive this email?

Scholarship America requires verification for all email addresses used for creating accounts. You cannot use your account till it's verified.


If you did not make this request, you can ignore this email

CODE HERE

This code will expire 10 minutes after this email is sent.

Type the code here:

Welcome

 chianarenephoto@gmail.com

To continue, verify code sent to ...

chianarenephoto@gmail.com

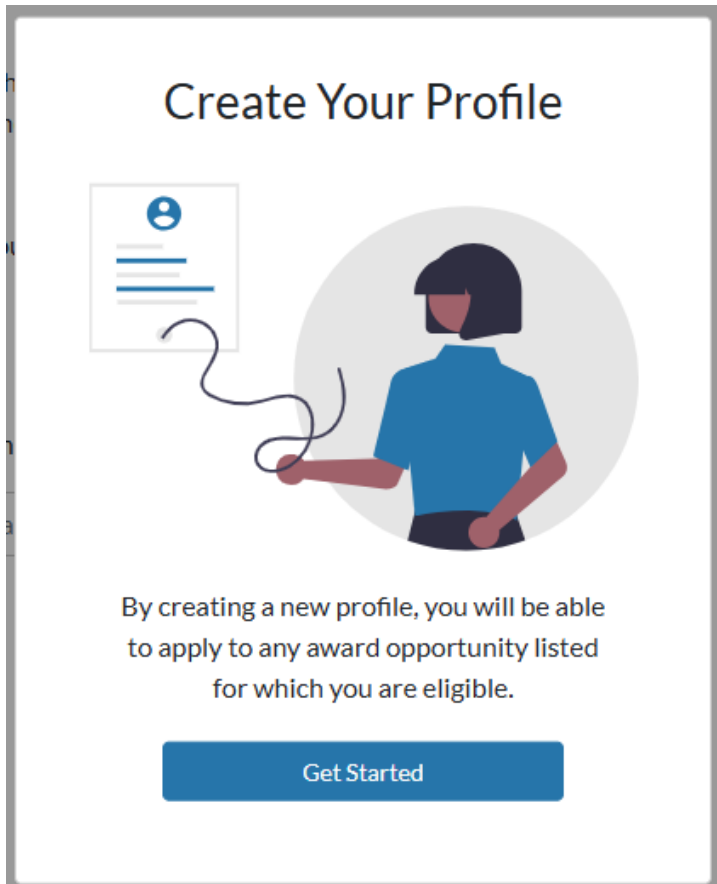
[Send new code?](#)

Next

Step 4: Complete your Scholarship America Profile.

Once you are logged into your new Scholarship America account, you will create your Scholarship America Profile. By creating a new profile, you will be able to apply for other scholarships within the Scholarship America portal if you wish.

Click “Get Started”



Translated Page Introduction:

Welcome to Your Scholarship America Profile!

This profile helps us better understand you and connect you with scholarship opportunities that match your background, interests, and experiences. The information you provide will be used to support your current application, and, if you choose, may also help identify additional scholarships you may be eligible for, without requiring you to complete extra applications. You're always in control of what you share, and your responses are used only for scholarship-related purposes.

Complete all required fields on this page. These Include:

1. First Name
2. Last Name
3. Date of Birth (What's your date of birth?)
4. Gender (How do you describe your gender?)

- a. Options: Male, Female, Prefer not to Answer
- 5. Please select the race/ethnicity category that best describes you.
 - a. Options: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White, Multi-racial, Other, Prefer Not to Answer

Contact Information

- 6. Personal Email Address (What is the best email address to reach you?)
- 7. Primary Phone (What is the best phone number to reach you?)
- 8. Permanent Home Address
 - a. Country
 - b. Address Line 1
 - c. Address Line 2 (optional)
 - d. City
 - e. State/Province/Region
 - f. Postal/Zip Code

High School or Upper Secondary School Information

- 9. High school or upper secondary school (What high school or upper secondary school did you attend or are you currently attending? If you are not able to find your selected school, please type/search "Not Listed." If you are a home school student not affiliated with a specific school, please select "Home School - General." Begin typing a keyword in the field below to populate options.)
- 10. Did you choose "Not Listed" from the high school or upper secondary school dropdown? (If yes, please select Yes below and type the full name of your school.)
 - a. If you select "Yes": Please provide the name of your school here.
- 11. Have you graduated from high school or upper secondary school?
- 12. High school or upper secondary school graduation Date (What month and year did you graduate (or expect to graduate)?)
- 13. Your current grade level (What grade are you currently in?)
 - a. Options: Pre-K – 5th grade; 6th grade – 8th grade; 9th grade in High School; 10th grade in High School; 11th grade in High School; Final year in High School, 12th grade, or upper secondary; First Year Undergraduate; Second Year Undergraduate; Third Year Undergraduate; Fourth Year Undergraduate; Fifth Year Undergraduate; Sixth Year Undergraduate; Graduate School; Not currently in school and has received high school diploma/GED; Not currently in school and has not received high school diploma/GED; Other

Academic Information

- 14. Cumulative GPA on a 4.00 Scale (What is your current cumulative GPA? (Use a 4.0 scale if you attend school in the U.S. or Canada. Number has to be 4 or lower.))
- 15. GPA Type (The GPA you provided above, is that for a high school or college?)
 - a. Options: High School, Postsecondary
- 16. Type of College You Plan to Attend (What type of college or school do you plan to attend? (For example: two-year, four-year, technical, vocational))
 - a. Options: 2-Year Institution, 4-Year Institution, Graduate University, Trade School

17. Year in School (Upcoming Academic Year) (What will your year in school be next academic year? (For example: first-year, sophomore, junior, senior, graduate student))
- a. Options: Final Year of high school or upper secondary/12th grade; 1st year undergraduate/Freshman; 2nd year undergraduate/Sophomore; 3rd year undergraduate/Junior; 4th year undergraduate/Senior; 5th or 6th year undergraduate; Graduate or professional level; 6th Grade; 7th Grade; 8th Grade; 9th Grade; 11th Grade

College Plans

18. College Country (Which country do you plan to attend college in for the upcoming academic year? Select the country where your college or university is located, even if you're attending online. Begin typing a keyword in the field below to populate options.)
19. College or University Name (What college, university, or school do you plan to attend (or currently attend)? If you are not able to find your selected college or university, please type/search "Not Listed." Begin typing a keyword in the field below to populate options.)
20. Did you choose "Not Listed" from the College dropdown? If yes, please select Yes below and type the full name of your College.
- a. Options: Yes, No
 - i. If you select "Yes": Please provide the name of your college selection here.*
21. College Major (What do you plan on majoring on in college? Begin typing a keyword in the field below to populate options.)
22. College Graduation Date (What month and year do you plan to graduate from college?)
23. Plan to Study a STEM Field (Do you plan to major in a field that identifies as Science, Technology, Engineering, or Mathematics?)
- a. Options: Yes, No

Other Information

24. Career Interest in the Future (What best defines your expected career, after graduation? If you are not able to find your selected career, please type/search "Not Listed." Begin typing a keyword in the field below to populate options.)
25. Did you serve in the military? (Do you currently or have you previously served in the U.S. Military or ROTC?)
- a. Options: Yes, No
26. Are you a first-generation college student? (If at least one of your parents or guardians has completed a 4-year college degree or higher, select No.)
- a. Options: Yes, No
27. Have you completed the FAFSA?
- a. Options: Yes, No
 - i. If you select "Yes": Did you receive the Pell Grant?
 1. Options: Yes, No

Employer Information

28. Did you or your parents work for a company that has a company-funded scholarship for employees or children of employees pursuing a higher education?

a. Options: Yes, No

29. If you select “Yes”: Employer 1 (type "Travis Pattern" in this box)

Scholarship America – Terms & Conditions

30. Effective Date: January 1, 2026

31. Terms & Conditions.

- a. In using, interacting, or accessing the website, scholarship application portal, or Our Materials provided by Scholarship America, Inc. and its partners, affiliates, vendors, and sponsors (“we”, “us”, “our”), you (“you”, “your”) agree to be bound by these Terms & Conditions (the “Terms”). You shall interact with our website in accordance with these Terms and only for the purpose of learning about scholarships and grants, creating a profile, applying for our program, sharing information, or for any proper reason related to our scholarship or grant programs. All other interactions are improper and are not allowed.
- b. If you do not agree to these Terms, do not interact with our website, do not create a profile, do not submit an application, and do not otherwise participate in any of our scholarship or grant programs.
- c. We reserve the right to modify, suspend, or discontinue the Terms or any portion thereof at any time, and such changes will be effective immediately upon posting. Your continued use and interaction with our website or application portals after notice of changes constitutes your acceptance of the updated Terms.
- d. All interactions with us are also subject to any other terms, rules, conditions, or requirements that we shall communicate to you directly or indirectly and specifically our Privacy Policy, available at <https://scholarshipamerica.org/privacy-policy/> (the “Privacy Policy”), which is incorporated herein by reference.
- e. If you are under the age of 18, then you acknowledge that your parent or guardian shall agree to the Terms and any other rules, conditions, or requirements that we shall communicate to you directly or indirectly and specifically our Privacy Policy (the “Privacy Policy”), which is incorporated herein by reference. Any reference to “you” or “your” shall include your parent or guardian if you are under the age of 18.
- f. If you or your child is under the age of 13, the Children’s Online Privacy Protection Act (COPPA) requires us to provide parental notification and obtain parental consent before collecting personal information from your child. You must provide us with your contact information in order to obtain your consent.

32. Warranties and Representations.

- a. We will rely upon your warranties and representations in evaluating and awarding grants and scholarship awards. To be evaluated or awarded any grant or award from us, you represent and warrant that all information submitted to us in a profile, an application, an attestation, or an acceptance, including any attachments or linked documentation, are accurate, complete, and current when they were submitted. You shall promptly update any submitted information or materials to us for you to be evaluated for or awarded with any grants or scholarship awards from us to you.
- b. You authorize us to verify the submitted information and for us to communicate and share with a source and the individual or entity related to any information you submit or rely upon in your profile, application, attestation, or acceptance. This may include educational, financial, and

personal background information that may include information that is considered personally identifiable information protected by any laws, regulations, or policies.

- c. After you have created a profile with us, you shall maintain the confidentiality of your login credentials (if any) and are responsible for all activity under your account.
- d. You shall not submit or have others submit on your behalf fraudulent or altered information, impersonate another person, interfere with our evaluation or granting processes, reverse engineer or modify the site, or harvest data about other users. If you participate in any of these or other prohibited activities, you will no longer be eligible for an award from us and may be subject to criminal or civil actions.

33. Eligibility & Application for Awards or Grants.

- a. For you to be eligible, selected, awarded, or disbursed any scholarship or grant award or to be allowed continued participation in the scholarship program, you are subject to these Terms and any additional rules or conditions communicated to you. Providing false, misleading, or incomplete information may result in disqualification, award revocation, or award repayment, in each case in our sole discretion.

34. Award or Grant Acceptance.

- a. If you are selected for an award, you must accept or decline the award as instructed within the specified timeframe and continue to accept the Terms. Any award granted by us is a grant, and you have no guarantee or legal right to the award. We may decide to withhold the award for any reason at any time. If you decline the award or fail to comply with the Terms or any other requirements, then we will withdraw the award for any reason.
- b. To process and distribute an award, we require you to timely update your profile with accurate data (e.g., legal name, date of birth, phone number, and details of your enrollment institution) and may require you to provide additional documentation to process your award (e.g., official transcript, proof of enrollment, institution information, or student ID).

35. Intellectual Property, Rights to Publicity.

- a. All content, materials, technologies, marks, and software provided by us (“Our Materials”) are owned by us and protected by copyright, trademark, and other intellectual property laws. You may not copy, reproduce, distribute, modify, create derivative works, frame, mirror, reverse engineer, or in any way exploit Our Materials.
- b. You are granted a limited, non-exclusive, non-transferable license to use the website for the sole purpose of creating a profile, applying for scholarship or grant, and processing an award if one is granted.
- c. If you submit any ideas, suggestions, proposals or other content (“Submissions”) to us as part of your application or otherwise, you grant us and our designees a worldwide, irrevocable, royalty-free, sublicensable right to use, reproduce, distribute, publicly perform, and create derivative works of such Submissions in any medium.
- d. In submitting any information to us, you grant us the right to use your name, city/state of residence, award information, photograph, video, likeness, statements, and biographical information for promotional, advertising, reporting, public relations, or other reasonably related business purposes, including publication in print, online, and social media, without further compensation, unless prohibited by law. Participation in publicity activities is voluntary. We may also request a photograph, video, or additional information from you if you receive an award from us.

- e. You may opt out of public recognition by notifying us in writing at data@scholarshipamerica.org. Once we receive and process your request, we will confirm with you that you have withdrawn consent. If you withdraw your consent for publicity, then we may withdraw your award for any reason at any time.

36. Disclaimers, Limitation of Liability.

- a. OUR MATERIALS ARE PROVIDED “AS IS” AND WITHOUT WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.
- b. We do not warrant that the services will be uninterrupted, error-free, secure, or free of harmful components (viruses, malware, etc.). You are responsible for obtaining, maintaining, and paying all associated costs for all telecommunications, hardware, and software required to access Our Materials.
- c. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE, OUR AFFILIATES, SPONSORS, LICENSORS OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA, OR BUSINESS INTERRUPTION, ARISING OUT OF OR RELATED TO THE SERVICES, APPLICATION, AWARD PROCESS OR THESE TERMS, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THIS LIMITATION MAY NOT APPLY TO YOU.

37. Termination.

- a. We may suspend or terminate your access to our website or portal immediately, without notice, if you violate these Terms or for any reason in our sole discretion. Upon termination, your rights to use the website cease and you may no longer be allowed to participate in our programs. Upon termination, you shall cease interactions with the website and destroy any downloaded materials.

38. Governing Law & Jurisdiction.

- a. These Terms shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to its conflict-of-laws principles.
- b. Should any dispute arise as to the interpretation of these Terms or your participation in any of our scholarship or grant programs, the issue shall be decided by arbitration. The arbitration proceeding shall be conducted under the applicable rules of the American Arbitration Association in Minneapolis Minnesota. If such organization ceases to exist, the arbitration shall be conducted by its successor, or by a similar arbitration organization, at the time a demand for arbitration is made. The decision of the arbitrator shall be final and binding on all parties. The prevailing party shall be entitled to recover from the other parties the expenses for the arbitrator's fee, attorney's fees and travel expenses, expert testimony, and travel expenses of experts, and for all other expenses of presenting the case.

39. Miscellaneous.

- a. If any provision of these Terms is found to be unlawful, void, or unenforceable, the remaining provisions will remain in full force and effect.

Step 4: Click “Create Profile” at the bottom of the page



Create Profile

Step 5: Click Apply

The Travis Companies Scholarship

Program Info

The Travis Companies Scholarship

Eligibility

Applicants to the Travis Companies Scholarship must be:

- Children or grandchildren, age 23 and under, of Travis Pattern and related companies employees who have a minimum of three years of employment as of the application deadline.
- High school seniors or graduates, or current postsecondary undergraduates, who plan to enroll in full-time undergraduate study at an accredited non-proprietary two-year or four-year college, university, or vocational-technical school in the United States for the entire upcoming academic year.

Step 6: Verify Your Profile Information *(scroll to bottom and select Save Profile & Continue)*

For each new application you start, you must review your profile info and make any relevant changes before applying. Any updates here will be saved to your profile moving forward.

Step 7: The Travis Companies Scholarship Application

Employee Parent or Guardian Information

Please enter the information for the Travis Pattern and related companies employee who is the parent, grandparent, or guardian of the applicant.

Fields to Complete:

1. First Name
2. Last Name
3. Employee ID Number
4. Date of Hire
5. Employee Email Address
6. Work Phone
7. Work Location
 - a. Country

- b. City
- c. State/Province/Region

8. Relationship to Applicant

- a. Options: Father; Mother; Legal Guardian; Stepfather; Stepmother; Grandparent; Other
- b. *(If you select other)* Other Relationship with Applicant

High School Information

Provide the academic information requested below (if available).

1. Does your school provide a class rank?
 - a. If you select "Yes":
 - i. Rank in High School Class (number cannot be lower than 1 nor higher than 9999)
 - ii. High School Class Size (number cannot be lower than 1 nor higher than 9999)
 - b. Highest SAT Evidence-Based Reading and Writing Score (number cannot be lower than 200 nor higher than 800)
 - c. Highest SAT Math Score (number cannot be lower than 200 nor higher than 800)
 - d. Highest ACT Composite Score (number cannot be lower than 1 nor higher than 36)

Postsecondary Information

Provide information about the postsecondary school you plan to attend for the upcoming academic year.

1. Enrollment Status
 - a. Options: Full-time, Part-time, Less than half-time
2. Degree Sought
 - a. Options: Certificate, Associates, Bachelors, Graduate

Work Experience

List your paid work experiences during the past four years (examples: food server, cashier, babysitter, yard work, office work). For each position, indicate dates of employment, total number of months worked, and the average number of hours worked each week. To report additional jobs, click 'Yes' to the Add Work Experience question below. You may report up to 8 work experiences.

1. Add Work Experience: Options: Yes, No
 - a. If you select "Yes": Employer 1 (Current / Most Recent)
 - b. Employer Name/Position
 - c. Start Date
 - d. Are you still employed?
 - i. Options: Yes, No
 - e. Total Number of Months Worked
 - f. Number of Hours Employed Per Week*
 - i. Options: 0-4, 5-15, 16-31, 32-40, Over 40
 - g. Add Work Experience 2
 - i. Options: Yes, No

Activities, Awards, and Honors:

Tell us about your school and volunteer (unpaid) community activities during the past four years (examples: student government, sports, music, Scouts, hospital volunteer, coaching). For each activity, indicate the academic years of participation, leadership positions or offices held, and awards and honors received. If participation was only during summer months, mark the academic year following the summer of participation.

Report each activity separately. To report additional activities, click 'Yes' to the Add Activity question below. You may report up to 20 activities.

1. Add Activity- Options: Yes, No
 - a. If you select “Yes”: Activity Name
 - b. Activity Years
 - i. Options: Current Academic Year, Previous Academic Year, 2 Years Prior, 3 Years Prior
 - c. Which of the following would you like to add for this activity? Options: Leadership Position/Office Held, Additional Leadership Position/Office Held, Award/Honor Received for this Activity, Additional Award/Honor Received for this Activity
 - i. If you select “Yes” to any of the above:
 1. Leadership Position/Office Held for this Activity and/or Award/Honor Received for this Activity
 2. Leadership Years/Award Years: Options: Current Academic Year, Previous Academic Year, 2 Years Prior, 3 Years Prior

Goals Statement

Tell us about your educational and career goals and objectives. Word limit: 200 words

Unusual Personal or Family Circumstances

Please describe how and when any family or personal circumstances have affected your achievement in school, your work experience, or your participation in school and community activities. Word limit: 200 words

Financial Information

The Travis Pattern and related companies employee must provide information for this portion of the application.

Financial Data Section Instructions:

The Financial Data section of the application should be completed by the employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS.

1. State of Residence is the state where the parents reside and pay state income tax.
2. Adjusted Gross Income can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. Total Federal Tax Paid includes the total amount of federal income tax to be paid as reported on IRS FORM 1040. This is not the amount withheld from employee paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do not report state income tax.

4. Total Income of parent(s) should be reported individually. Provide information for both natural parents, when possible. If the student resides with only one parent, financial information must be received from the employee or member of the company sponsoring the scholarship program. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or the student is included in the spouse's benefit plan. If necessary, two Financial Data sections may be submitted by the student. A copy of the Financial Data section may be made in order for one to be completed by each parent.

5. Untaxed Income and Benefits include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.

6. Medical and Dental Expenses include only those expenses not paid by insurance. Do not include premium payments.

7. Total Cash, Checking, Savings, Cash Value of Stocks, etc., include liquid assets that can be used for educational expenses. Do not include IRA, 401k, or other retirement plan funds.

8. Total Number of Family Members living in the household and primarily supported by the reported income may include:

- the applicant
- the applicant's parents
- other children living in the household
- dependent college students living away from home
- other people who live in the household and receive more than half of their support from the reported income

9. Marital Status is the current status of the person from whom the financial information is submitted.

10. Of the total number of family members on line 8, Number of Students Attending College includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship America in writing.

If necessary, a separate printed [Financial Data Form \(PDF\)](#) (link in application) may be submitted in order for one to be completed if parents cannot submit jointly on the electronic application. The parent who claims the dependent child as a dependent for tax purposes must provide the information below

1. State of Residence
 - a. Country (select)
2. State/Province/Region (select)
3. Adjusted Gross Income
4. Total Federal Tax Paid
5. Total Income of Employee
6. Total Income of Other Parent/Guardian
7. Yearly Untaxed Income and Benefits

8. Medical and Dental Expenses Not Paid By Insurance
9. Total Amount of Cash, Checking, Savings and Cash Value of Stocks
10. How many family members are living in the household and primarily supported by the reported income?
11. Employee Marital Status
 - a. Options: Divorced, Married, Separated, Single, Widowed
12. How many family members are attending college at least half-time during the upcoming school year?
(including the applicant but not the parents)

Recommender

As part of your application, one online recommendation form must be submitted on your behalf:

Recommenders are people who can provide information on your behalf about your skills, strengths and goals (for example, a school counselor, supervisor at a job, professor/teacher, coach or mentor). A recommender cannot be related to you.

On the next page, add recommenders by clicking 'Add a New Request' and enter their name, role/title, email address and click Send Request. This will generate an email to the individual.

It is your responsibility to follow up with your recommender to ensure they receive an email. Keep in mind recommenders may need extra time because of their busy schedules.

Recommenders can be edited prior to your application submission. Once your application is submitted, no further adjustments can be made.

Click 'Next' to add and invite your recommender.

Recommendation Request

Use this section to request a recommendation.

You should submit a minimum of 0 requests. You can submit a maximum of 1 requests.

Click “Add a New Request” to begin. Instructions: Please add the first name, last name, title (optional) and email for each person who will receive a request.

1. First Name
2. Last Name
3. Role or Title (optional)
4. Email Address

Click “Send Requests” to complete this step.

Supporting Documents

As part of your application, you must upload the following documents:

A current, complete transcript of grades. Grade reports are not accepted. Transcripts must display:

- Student name
- School name
- Grades
- Credit hours for each course and term in which each course was taken.

NOTE: If you are providing SAT or ACT test scores, and those scores are not listed on your high school transcript, you will need to upload a copy of your test score report(s) separately. If you are uploading a college transcript, those scores are not required.

Your document is uploaded when the file name appears in the Browse field below and a black x appears to the right of the field.

1. Transcript or Academic Document
 - a. Click “Choose File” to select a file from your device
2. Financial Document (optional)
 - a. If necessary, a separate printed [Financial Data Form \(PDF\)](#) may be submitted
 - b. Click “Choose File” to select a file from your device

Certification and Signature

By submitting this application, I acknowledge that the information in my profile is accurate and up to date, and I agree that this application is governed by the Terms and Conditions associated with my profile. I understand that my eligibility, selection, and any award decisions are subject to those Terms and Conditions, and that providing false or incomplete information may result in disqualification.

1. Applicant Signature
 - a. By typing or signing your name above and clicking submit, you are electronically signing this document. You agree that this electronic signature is legally binding, equivalent to your handwritten signature. You also consent to the use of electronic records for this transaction. If you wish to obtain a paper copy or withdraw from using electronic records in the future, please contact us at legal@submittable.com.
2. Applicant Signature Date
3. Employee Signature
 - a. By typing or signing your name above and clicking submit, you are electronically signing this document. You agree that this electronic signature is legally binding, equivalent to your handwritten signature. You also consent to the use of electronic records for this transaction. If you wish to obtain a paper copy or withdraw from using electronic records in the future, please contact us at legal@submittable.com.
4. Employee Signature Date

Final Steps

After you click "**Save Draft & Exit Section**" below, the next step is to **Review** and **Submit** your application.

1. If any sections are highlighted in red, required information is missing. You will not be able to submit until all required items are complete.

2. If no sections are flagged for missing information, click "**Review**" to review your application to ensure all information is complete and accurate.
3. Once you have completed reviewing your application, click "**Submit**" when you are ready.

Note: Before clicking submit, confirm with your Recommender(s) that the invitation was received. You will not be able to re-send the invitation after submitting your application.

- Your application is not considered received until it is submitted.
- Once submitted, you will not be able to make any changes to your application unless requested by an administrator.
- Applications submitted after the deadline may not be accepted.