What internet browser do you recommend I use?

Google Chrome 14 or higher, or **Safari** 4 or higher. You may use Internet Explorer or Firefox, but you may experience some technical issues and we do not recommend them.
(**NOTE:** At present, users of Safari 5.1.x may experience some technical issues. You should revert to Safari 5.0 or **upgrade to Safari 6**.)

Do I have to complete my application all at once?

No. At the bottom of the application is a "Save as Draft" button. We recommend you save your application often and before logging out. You can log in later to continue working on your application. We recommend that you cut and paste your application answers after each question into a Word document to save as backup.

Is there a spell check feature?

No. We strongly suggest that you cut and paste into Microsoft Word.

Why are there character limits to the application questions?

There are limits on the amount of text you can submit. You will see a character counter displayed below the entry field. This will actively tell you how many characters you have entered and will let you know when you are approaching the limit. You will not be able to save a draft of your application if you exceed the character limit. You are not required to reach the character limit!

What file formats will be accepted for attachments?

We require that you attach files in a PDF format (.pdf).

How should I name my files?

You should give each file your name and the type of required document it represents. For example, a file representing your transcript could be named "ApplicantName-Transcript". Do not use any symbols except for a period or a dash, as symbols can interfere with the upload process.

I do not have the required attachments in electronic form? Can I make other arrangements to deliver them to you?

No. The online system will not allow you to submit your application unless you attach the required materials. If you do not have the documents electronically, you can scan the information into a PDF file. If you do not have a scanner, you can scan your documents at a copy shop or a public library.
You can also use the 'Fax to File' option located under 'Tools' section to the left of your application. Follow the instructions.

Help! Why did I lose my edits?!

There are a few common reasons why this can happen:

- If you stay on one page for an extended period without saving, your account may "time out" without warning.

- A weak internet connection may momentarily disconnect your computer while you are working on the application.

As a safeguard, we recommend that you:

- Save your application often

- Cut and paste your application answers after each question into a Word document to save as backup.

To restore your edits, try:

- Re-loading your internet page, as sometimes the browser will cache an older version of your page.

- Logging out, wait a few minutes, and then log back in and re-open your application.

Why am I having problems uploading files?

Double check that there are no symbols in the file name, the file type and size are OK, then try one or more of these suggestions:

- Sometimes the problem can be a corrupt file. Try saving a new, renamed version of the document.

- Use a different computer to do the upload

How do I print my application for review or for my records?

If you would like a paper copy of your application, login to the application portal and choose the Application Packet link. This will create a PDF of your application. You can print or save this document. You will always have access to your application by logging back into the application portal, even after you submit it.