



FTE

THE FUND FOR THEOLOGICAL EDUCATION

Completing FTE fellowship applications

In order to view and complete the FTE application forms on your computer screen, you must use Adobe Acrobat Reader.

PDFs opened in Adobe Acrobat *will not* save the information typed into the fillable fields. Upon completing the form, print a copy for submission to FTE and a copy for your records.

Navigating within a form

- You may select the hand tool from the Acrobat toolbar menu to move around the page so that you can view all the areas on it.
- A blinking cursor indicates the first fillable field; you may also position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted. The arrow pointer allows you to select a field or check box.
- Press tab to go to the next fillable field.
- Press shift + tab to go to the previous field.
- You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.

Check boxes and radio buttons

- When selecting a radio button or checkbox field, click in the radio button or checkbox. A checkmark within a box or a small solid circle will be displayed.
- To de-select a box, click on it again.

Multi-line fields

- Some fields have room for more than one line of text. To move to the next line within a field, hit enter. Hit tab to move to the next field.

Signatures

- In fields which require a signature, please **do not forget to sign your name on the printed copy of the application form** as an unsigned form will not be processed.

Printing and submitting your application form

- Use the mouse to select an area of the form that is not inside a form field before printing the form. If a form field is active (contains the blinking bar) the contents will not print.
- When printing PDF files from within your web browser, do not use your Web browser's print facility. Instead, use the print button at the left of the Adobe Acrobat tool bar, which appears immediately above the viewing window.
- All forms submitted must be clearly printed on white paper and signed.
- Before submitting your form, either make a photocopy or print another copy for your records.