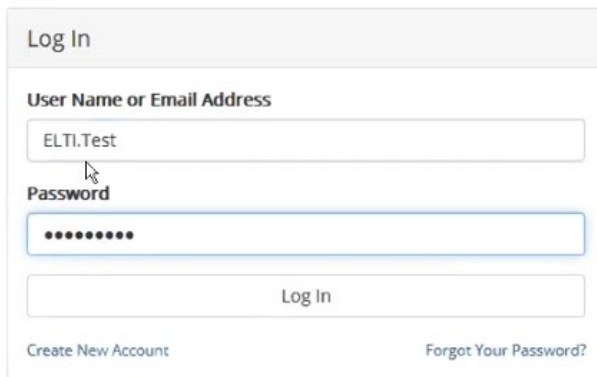


Filling Out an Application

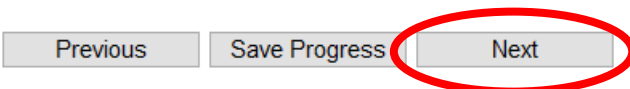
Starting a New Application:

1. If you haven't already created an account, refer to [the guide on how to set up a Dynamic Forms account](#).
2. Go to: <https://dynamicforms.ngwebsolutions.com/Submit/Start/a0627639-5006-47a8-a8a6-0f9b49a8d7a4?SSO=N> to start a new application.
3. Log in using your Dynamic Forms account



Navigating Through the Application:

1. The application is divided into the following sections:
 - Instructions
 - Personal Information
 - Employment & Academics
 - Document Uploads
 - Essays
 - Scholarship Application (optional)
 - Recommender Information & Applicant Signature
2. As you complete each section, you can navigate to the next section by clicking "Next."

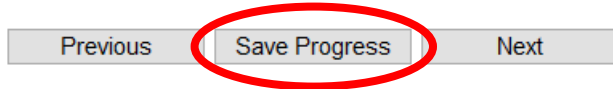


3. If you would like to go back to view or changes the sections you have already completed, click on "Previous."

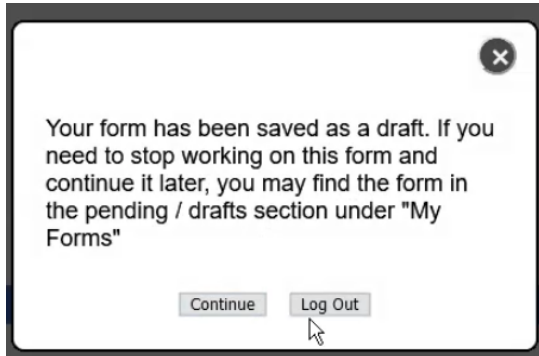


Saving Progress:

1. We recommend saving your work frequently in case you get logged out of the application system.
2. To save, click on the “Save Progress” button at the bottom of the screen.



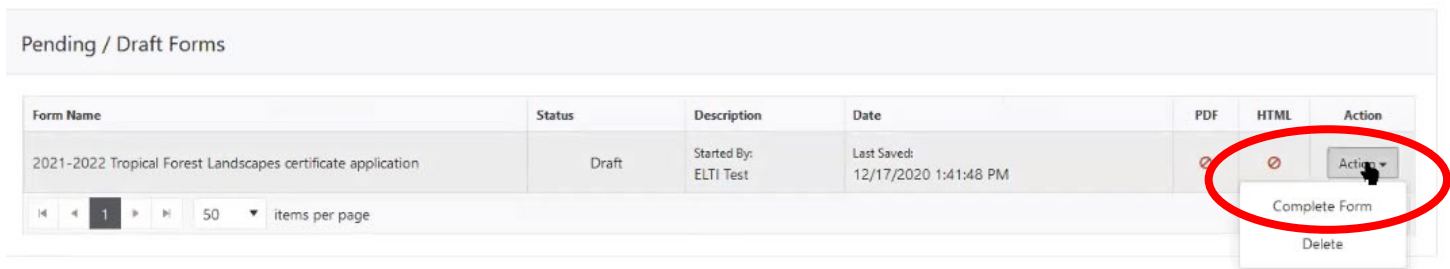
3. You will get a pop-up notification asking if you want to “Log Out” or “Continue.”



4. If you wish to continue working on your form, click “Continue.” If you would like to log out and continue working on your application later, click “Log Out.”

Continuing a Partially Complete Application:

1. Once you have started and saved an application, you can access it by logging into your Dynamic Forms account at: <http://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F>
2. After logging in, you will be brought to the Pending/Draft Forms page. Your saved application form should be displayed in the table.




3. To continue working on your application, click on the “Action” dropdown button and select “Complete Form.”
4. You will be brought to the application start page. Navigate to the section you want to work on by clicking the “Next” buttons.



Required Fields:

1. Certain form fields are REQUIRED. Required fields are denoted with a red asterisk.

Country  * -- Please Select --

2. You will not be able to advance to the next section of the application until all required fields are filled out. (You will, however get error messages noting which fields are missing if you try to advance before filling out the required sections.)

Country * This field is required. -- Please Select --

3. If you are having trouble advancing due to required fields or have questions, click “Save Progress” on your form and contact us at tropicalcertificate@yale.edu.

Signing and Submitting Your Application:

1. You will need to provide an electronic signature before you can submit your application. To e-sign your application, click on the yellow section of the Signature box.


Signature

2. Fill out the electronic signature boxes with your first and last name as they appear in the form (image below) and click “Sign Electronically.”

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

ELT

Test

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

[Opt out and print](#)