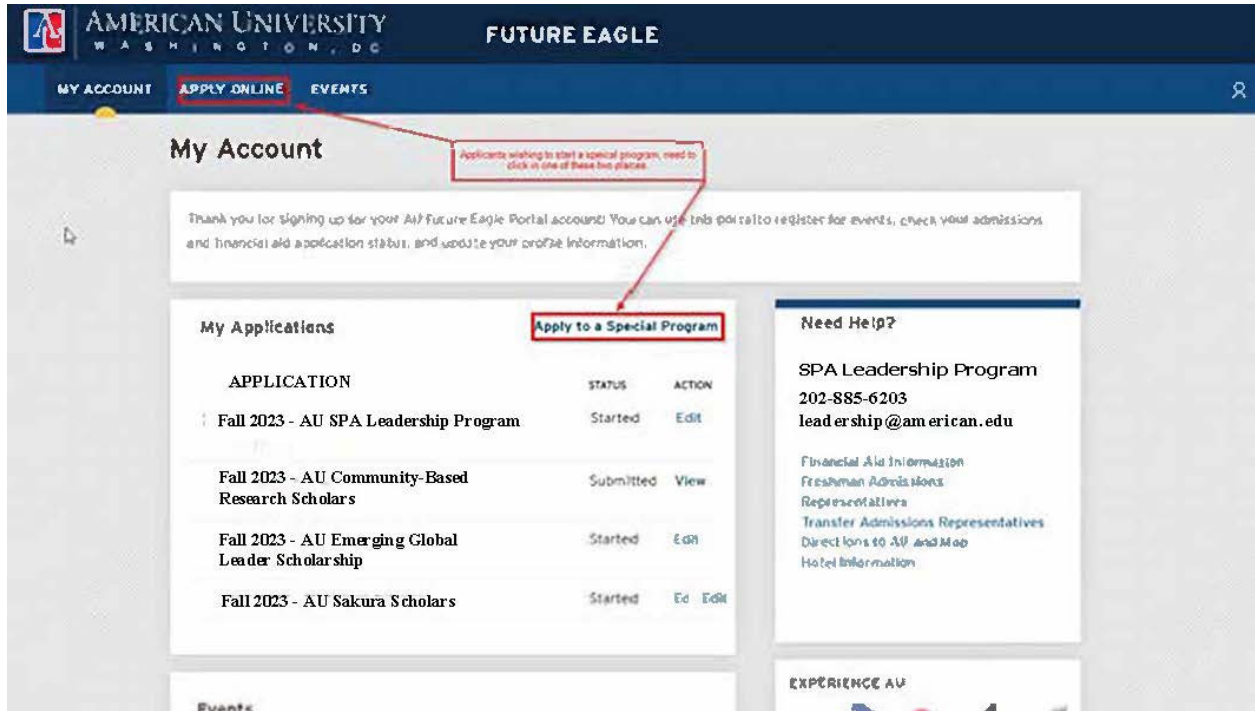


Applicant Process for applying for SPA Leadership Program Undergraduate Certificate

Once applicant logs into the Future Eagle Portal, they need to click **APPLY ONLINE** in the menu bar, or at the top of the **My Applications** section, they need to click on “Apply to a Special Program.”



Once the applicant clicks one of the links, the applicant must scroll down to the Undergraduate Certificate section and click on the blue “SPA Leadership Program Application” button.



Clicking on the button will start a new application for SPA Leadership. The following is a screenshot of the entire application. Once the applicant has filled out the whole application (note:

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature. Once complete, please be sure to hit the SUBMIT APPLICATION button only once at the end of this application.

Don't forget to submit your 1-page **ONLY** Microsoft Word resume.

I certify that I have already submitted my deposit for the upcoming semester at American University.

If you should have any questions, please contact the SPA Leadership Program at 202-885-6203 or email leadership@american.edu and not the Admissions office.

Signature *

Signature Date *

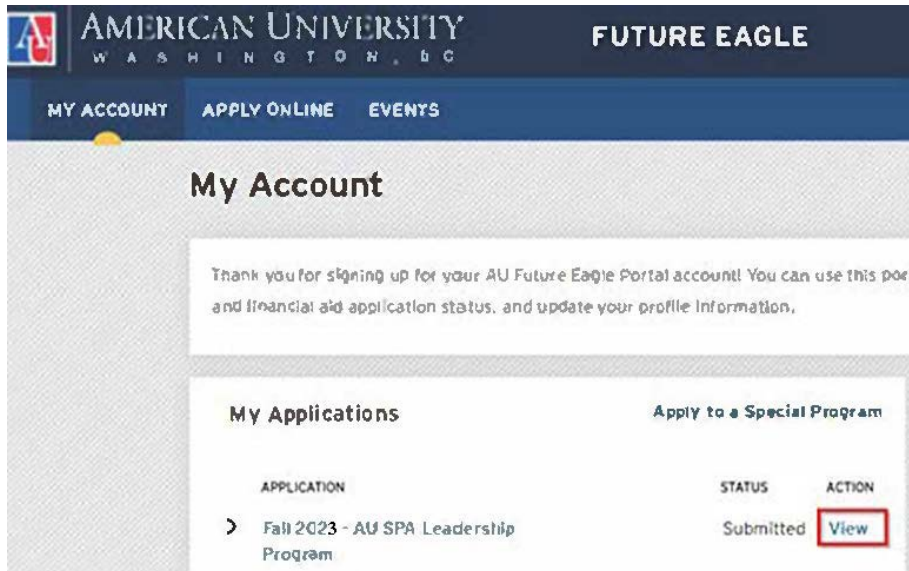
NOTE: This is just one of two parts to your application. Please make sure we also receive your one-page resume by the deadline, **May 5, 2023 by 12pm (EST)** to be considered for the SPA Leadership Program. Please note only students with completed applications received by the deadline, May 5, 2023 by 12pm (EST), will be considered for the SPA Leadership Program. You will receive an automated email letting you know your application is complete (application and resume received).

SAVE APPLICATION

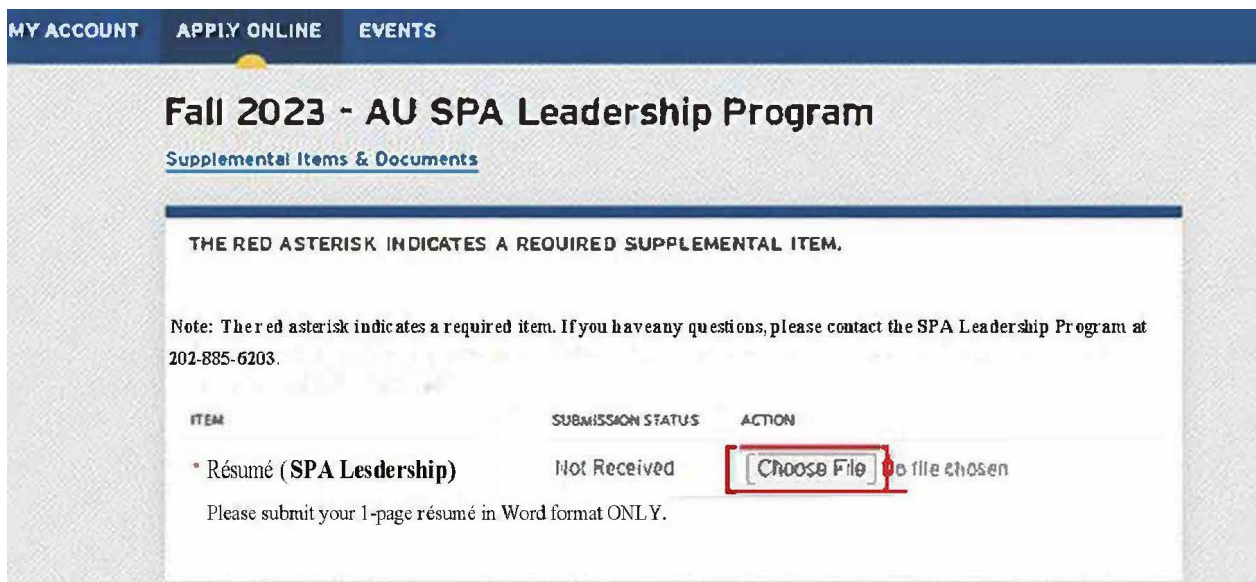
PREVIEW BEFORE SUBMISSION

SUBMIT APPLICATION

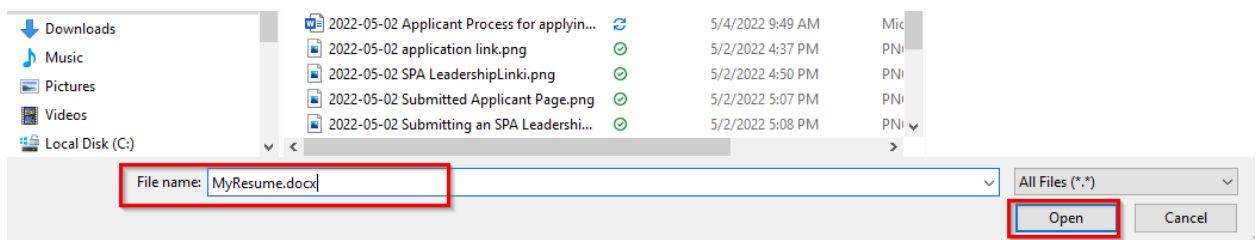
Once an applicant submits their application, the Future Eagle portal will take them back to the **My Account** page. The new application will appear at the top of the **My Applications** section with a status of "Submitted." In the ACTION column, they can click "View" for additional actions.



Clicking on “View” takes the applicant to the Supplemental Items and Documents page, where they can upload their 1-page résumé.



Clicking on “Choose File” allows applicants to upload their résumé by opening a file explorer window where they can search for their résumé on their computer. Once they select the file on their computer, the file name will populate, and they will click the “Open” button to load the file to Future Eagle Portal.



Once the **1-page résumé** is uploaded, the applicant must click the “Upload” link to submit it to the portal.

THE RED ASTERISK INDICATES A REQUIRED SUPPLEMENTAL ITEM.

Note: The red asterisk indicates a required item. If you have any questions, please contact SPA Leadership at 202-885-6203. Please **DO NOT** Contact Undergraduate Admissions.

ITEM	SUBMISSION STATUS	ACTION
* Résumé (SPA Leadership)	Not Received	Choose File MyResume.docx Upload

Please submit your 1-page résumé in Word format ONLY.

When the system finishes processing the file upload, it will return to the Supplemental Item page and show the résumé in a submission status as “Received” and the file. There is also an option for an applicant to remove and replace the file.

THE RED ASTERISK INDICATES A REQUIRED SUPPLEMENTAL ITEM.

Note: The red asterisk indicates a required item. If you have any questions, please contact SPA Leadership Program at 202-885-6203.

ITEM	SUBMISSION STATUS	ACTION
* Résumé (SPA Leadership)	Received	MyResume.docx REMOVE

* Please submit your 1-page résumé in Word format ONLY.

The screenshot shows a table with three columns: ITEM, SUBMISSION STATUS, and ACTION. The first row shows a required item (marked with a red asterisk) 'Résumé (SPA Leadership)' with a status of 'Received'. The action column for this row contains a document icon, the filename 'MyResume.docx', and a red-bordered button labeled 'REMOVE'. A red box highlights the 'SUBMISSION STATUS' and 'ACTION' columns for this row. Below the table, there is a note about the red asterisk and a final instruction to submit the résumé in Word format only.

Fall 2023 - AU SPA Leadership Program

Supplemental Items & Documents

THE RED ASTERISK INDICATES A REQUIRED SUPPLEMENTAL ITEM.

Note: The red asterisk indicates a required item. If you have any questions, please contact SPA Leadership Program at 202-885-6203.

ITEM	SUBMISSION STATUS	ACTION
* Résumé (SPA Leadership)	Received	 MyResume.docx (REMOVE)

Please submit your 1-page résumé in Word format ONLY.

