



FAQs for Eform

Q: I received the email to complete the application/eform but I do not see a link to click on. What should I do?

A: Please copy and paste the URL into the address bar in your web browser and press enter on your keyboard. This will take you to the demographic page of the application/eform.

Q: I don't see my college listed on the dropdown under College/University, what should I put?

A: Please use the option, "School Other" in which to type the name of your school, if you do not see it listed on the dropdown.

Q: The GPA box is not allowing me to move on with the GPA I entered. How should I proceed?

A: Please ensure to follow the format **X.XX** to enter your GPA, e.g. 3.90

Q: I do not have a license/certification but I am required to select something before I can move on. What should I select?

A: There is an option for "no license/cert" on the dropdown that you can select.

Q: The system is not accepting my dates of employment. How can I continue?

A: Please be sure to follow the format **XX/XX/XXXX** to enter the date e.g. 01/20/2020

Q: How should I complete the employment section if I've only had international employment?

A: Please fill the fields as best you can with the correct information, e.g. Employer Name, Address, Phone Number, Job Title, Dates and Supervisor's Name & Title. For the state/zip, you can select NY/10016 and in the description section, make a note that you have done so.

Q: What do I do if I have not had prior work/internship experience?

A: You can list N/A for all of the required fields and make a note in the description section why you've done this.



Q: The system is not recognizing my signature, even though I have typed it in exactly as requested. What should I do?

A: Copy your name as shown in the error pop-up and paste into the signature box and then click on Continue.

Q: I clicked on submit but my application/eform was not received. What went wrong?

A: There are 2 submit buttons that you must click on in order for us to get the application/eform. The first is after you've done your electronic signature. The second is on the top right hand corner of the review page. Please be sure to click on both for us to receive.