



Completing the Notice of Intent for the Field-Based Semester

Creating an Admissions Application

To create your admissions application:

1. After you login using your admission account username and password, then select

2. Select the **Notice of Intent for Field-Based Semester in Spring 2022** from the drop down menu, then select

3. You will see general information and if applicable any checklist items that are required. Select

to continue to the next page.

4. Complete the Application. Any fields with an asterisk (*) must be filled in before the system will let you submit.
5. Once you have started an application, you have 3 options:
 - **Submit:** This option submits your application for final review.
 - **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - **Close:** Exit the application without saving or submitting any changes.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

Returning to a Saved Application

To return to a saved application:

1. Click on the **Applications** tab to display a list of all application forms you have created.
2. Click the blue name of the application you wish to edit.
3. When finished editing, click **Save** or **Submit**.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

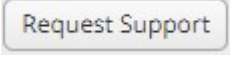
Recalling a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab to display a list of the application forms you have created.
2. Click the blue name of the application you wish to recall.
3. Click the **Recall** button on the top right-hand corner of the page.
4. Make the needed changes and click **Save** or **Create**.

Note: If you are unable to recall your application, you will need to contact an administrator for help in re-opening your application for editing.

Tk20 Support:

Contact Tk20 Support by clicking  after the log-in page.