Request all your docs two weeks prior to the deadline.

Do Not wait until the week of the deadline, as you will not meet the deadline.

How to Merge all your Application Docs into ONE PDF

STEP 1: **Make sure all your documents are converted into PDFs.**

- **Option One:** You can use Adobe Acrobat. Use this link: https://www.adobe.com/acrobat/online/convert-pdf.html

- **Option Two:** You can use your phone.
  - If you have an iPhone, your Notes app will allow you to scan your work into a PDF. Here is a video on how to use it: https://www.youtube.com/watch?v=16nwB3P78GQ
  - If you have an Android phone here is a video on how to use the Google Drive app to do it: https://www.youtube.com/watch?v=WUz7R3luoes

STEP2: **Merging Files in one PDF:**

- **Option One:** You can use Adobe Acrobat. Use this Link: https://www.adobe.com/acrobat/online/merge-pdf.html

- **Option Two:** You can use XODO. XODO is a wonderful and FREE app that will allow you write on PDF files, to convert other files into PDFs, AND to merge multiple files into one PDF. You can use if from your phone, tablet, or computer. Here is the link: https://www.xodo.com/#

Attaining your Academic Course Progress Reports

STEP 1: Submit a Course Progress Report request for all 3-4 credit courses you are currently enrolled in as indicated in the application instructions:

Academic Course Progress Report link: https://whittier.formstack.com/workflows/course_progress_check
- You will need to use your poets.whittier.edu email, and your professors whittier.edu email
- If you get an error message email svetrone@whittier.edu and explain what happened.
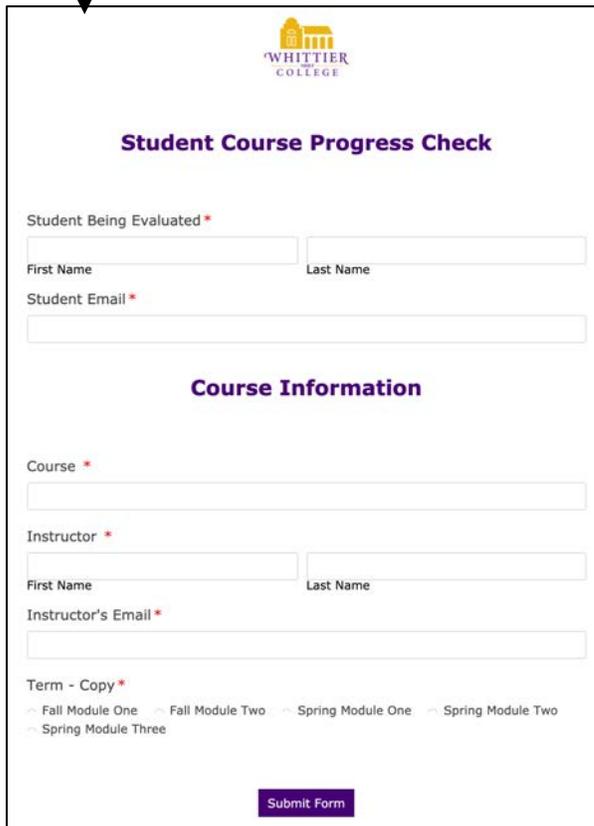
Student Course Progress Check

Student Being Evaluated *

First Name   Last Name

Student Email *

Course Information

Course *

Instructor *

First Name   Last Name

Instructor's Email *

Term - Copy *
○ Fall Module One ○ Fall Module Two ○ Spring Module One ○ Spring Module Two
○ Spring Module Three

Submit Form

STEP 2:
- Once your instructor has completed the form you will receive it back via your poets email.
- Save each individual course progress report.
- When you have the rest of your application docs ready, you can then merge them all into one PDF.

Example of completed Course Progress Check
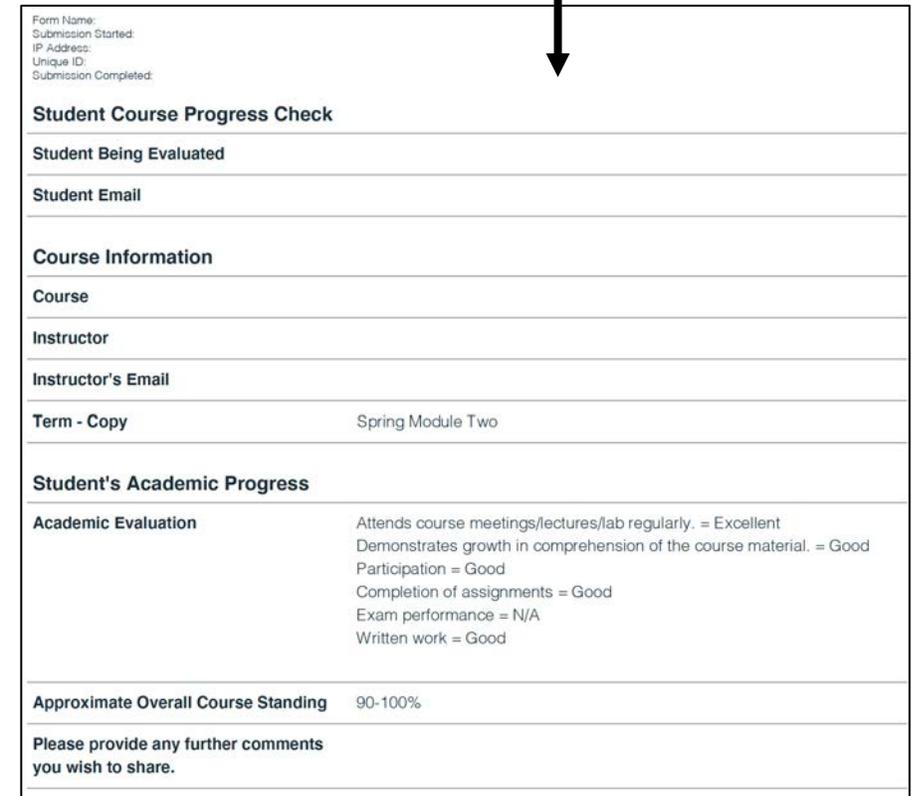
Form Name:
Submission Started:
IP Address:
Unique ID:
Submission Completed:

Student Course Progress Check

Student Being Evaluated

Student Email

Course Information

Course

Instructor

Instructor's Email

Term - Copy   Spring Module Two

Student's Academic Progress

Academic Evaluation   Attends course meetings/lectures/lab regularly. = Excellent
Demonstrates growth in comprehension of the course material. = Good
Participation = Good
Completion of assignments = Good
Exam performance = N/A
Written work = Good

Approximate Overall Course Standing   90-100%

Please provide any further comments you wish to share.

Attaining your Unofficial Transcripts from Whittier College

STEP 1: **Log into your Degree Works via my.whittier.edu**

- At the top hit the **Save as PDF** tab
- When the small window opens, select the printer icon on the top right of the window screen, and then it should give you the option to save as PDF.
- This will serve as your unofficial transcript for Whittier College

- **STEP 2:** When you have the rest of your application docs ready, you can then merge them all into one PDF.

Attaining your Student Contract and Mentor Agreements

STEP 1: **Go to specific website for the fellowship you are applying to.**

- Under the **Applying to the Program** section, hit on specific bolded term to download the contract or mentor agreement. Email the Mentor Agreement to the person who will serve as your fellowship mentor, and ask them to send it back to you, as you need this for your application.
- Save these documents. They are already PDFs, so you can use Adobe to sign them or XODO.
- XODO is a wonderful and FREE app that will allow you write on PDF files, to convert other files into PDFs, AND to merge multiple files into one PDF. You can use if from your phone, tablet, or computer. Here is the link: https://www.xodo.com/#

- **STEP 2:** When you have the rest of your application docs ready, you can then merge them all into one PDF.

Applying to the Program

- The **application** will be due the second Friday in March. A complete application consists of:
- Unofficial academic transcripts
- Current semester **Academic Progress Report.**
- **Student Contract** with project mentor sign-off.
- Signed **Mentor Agreement**