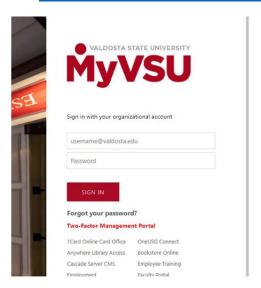
VSU HOPE Processing Application Instructions

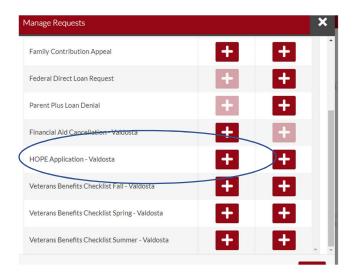
Visit https://valdosta.studentforms.com and log in with your MyVSU Credentials.



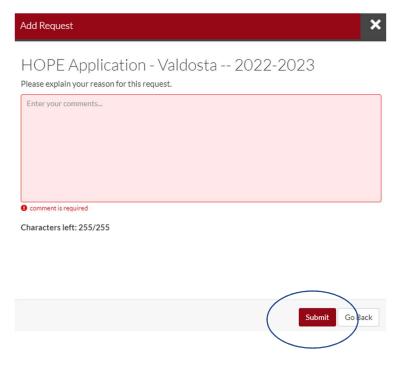
Click the "Manage Requests" button near the top/right of the page



Click the plus sign next to the "HOPE Application – Valdosta" name.



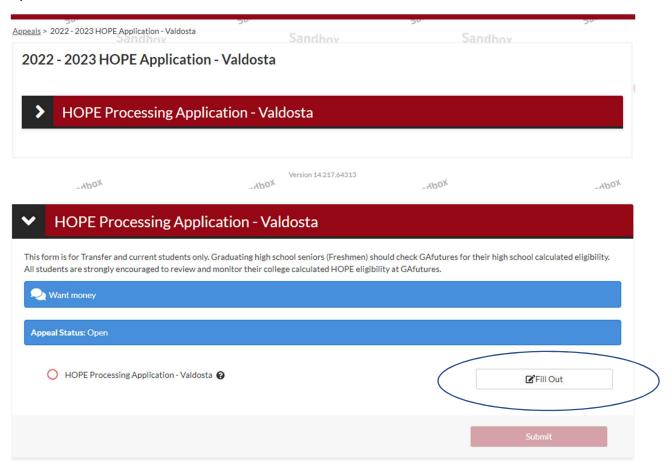
After choosing the HOPE Application – Valdosta option, you will see a pop-up window. Briefly explain why you are wishing to submit this form (example: I am transferring to VSU from another school where I received HOPE). Then click "submit".



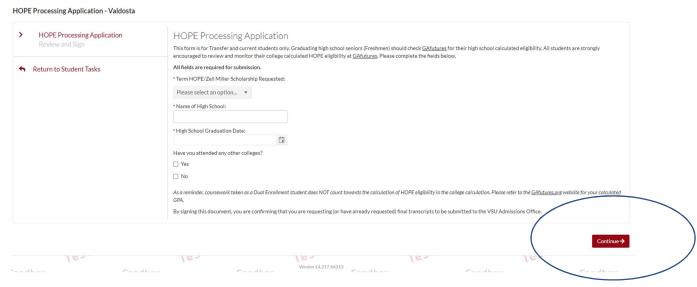
The page will refresh and look like the screen below. Click on the HOPE Application – Valdosta box below the words, "Needs Action".



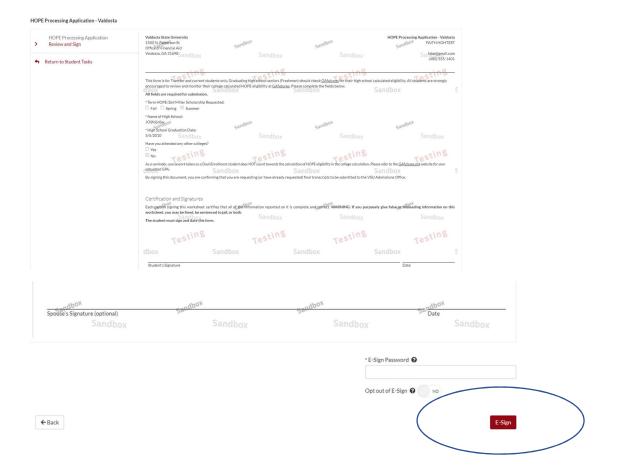
Click on the red bar that says "HOPE Processing Application – Valdosta" and it will open up the option to "Fill Out" the form. Click "Fill Out".



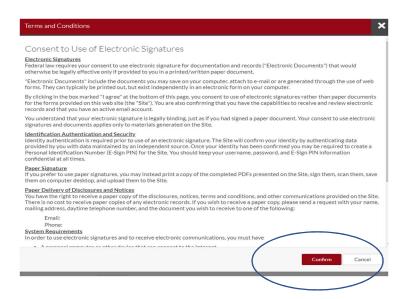
Answer all questions on the application. Based on the answers provided, additional questions may appear after. Once all completed, click the "continue" button.



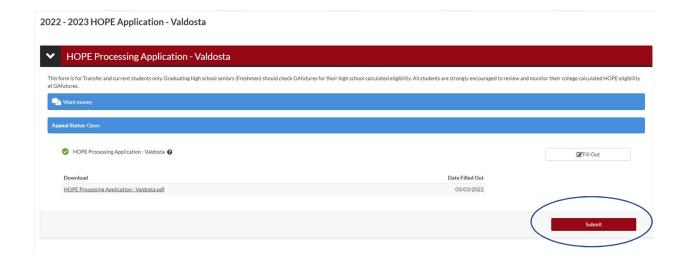
Now it is time to E-Sign the form. Simply enter in the password you used to log into this website. Then, click the "E-Sign button".



A "Terms and Conditions" pop up box will appear. Please read and then click the "Confirm" button.



The next screen will require you to click the red "Submit" button.



You will then see the screen below, which requires you to then click "Finish"



The HOPE Processing Application form is now submitted and ready for review by the Office of Financial Aid!

