

Uploading Scholarship Application Documents – Updating Your Application

Go to <http://garealtor.com/Education/Scholarships/UpdateAnExistingApplication>. (Your Application ID was sent to you in a confirmation email when you originated the application.)

Enter in the information requested and click the “Retrieve Application” button

The screenshot shows the Georgia REALTORS® website interface. The top navigation bar includes 'SEARCH', 'CONTACT', and '770-451-1831'. The main navigation menu features icons for 'EVENTS', 'LAW & ETHICS', 'EDUCATION', 'ADVOCACY', 'MEMBERS', 'ABOUT GAR', and 'FIND...'. The left sidebar is titled 'EDUCATION' and lists various categories, with 'Scholarships' selected. The main content area is titled 'Update Existing Application' and contains the following text:

Update Existing Application

How to Update Your Application

To update your application, log in below. You will need the Application Number provided in your application confirmation email. The email was sent from scholarships@garealtor.com. You may email us at that same address if you need assistance.

Sample "Application Number": 3Q2017 - 1234 ("Q" must be capitalized.)

To upload documentation, it must be in one of the following formats: jpeg, tif, or pdf.

[Click here](#) for DETAILED DIRECTIONS ON HOW TO UPDATE YOUR APPLICATION, including uploading documentation.

SUBMIT UPDATE

Application Number -
Email Address
[Retrieve Application](#)

Next, you will see your application:

The screenshot shows the Georgia REALTORS® website interface, similar to the previous one, but with a user's application details filled in. The top navigation bar includes 'SEARCH', 'CONTACT', and '770-451-1831'. The main navigation menu features icons for 'EVENTS', 'LAW & ETHICS', 'EDUCATION', 'ADVOCACY', 'MEMBERS', 'ABOUT GAR', and 'FIND...'. The left sidebar is titled 'EDUCATION' and lists various categories, with 'Scholarships' selected. The main content area is titled 'Update Existing Application' and contains the following text:

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SUBMIT UPDATE

Application Number 1Q2020 - 5471
Email Address fjjarret@garealtor.com
[Retrieve Application](#)

Please make any necessary changes to your application below, then click on the "Update Application" button to be taken to the confirmation/supporting documentation upload page.

Scroll down to the bottom and click the “Update Application” button. (You may update information on this page first, if needed.)

Georgia REALTORS®

EVENTS LAW & ETHICS EDUCATION ADVOCACY MEMBERS ABOUT GAR FIND...

Name of Board: 406 NORTH BOARD OF REALTORS®
 GAR Region Number (if known) where Company is located: Unknown

At the time of this application, do you reside in a county designated as a disaster area by appropriate state or federal authorities? No

Date disaster occurred (must be within one year of application):

Have you suffered a financial loss as a result of this disaster? No

If yes, please explain:

Have you ever been the recipient of a GAR scholarship? No

If yes, in what year did you take the course for which the scholarship was received?:

Completed Program Course for which Scholarship will be used: ABR

If "Other", please explain:
 Course End Date (mm/dd/yyyy): 1/14/2020

Amount of tuition paid: \$100 (must have paid for the course in full to be eligible for a scholarship)

By clicking the "Update Application" button, I do hereby affirm that the information contained in this application is truthful, accurate and complete. I further state that I am not GAR staff, or an immediate family member of same. In the event that it is determined that any information in this application is false, inaccurate or incomplete, the Georgia Association of REALTORS® Scholarship Foundation, Inc. reserves the right to terminate consideration of my application for a scholarship or to revoke any scholarship that may have been awarded to me. I have read and understand the General Information.

Update Application Cancel

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Next you will see a page that looks like this:

Georgia REALTORS®

EVENTS LAW & ETHICS EDUCATION ADVOCACY MEMBERS ABOUT GAR FIND...

Office Address:
 Home Phone:
 Office Phone:
 Email: hjarrett@garealtor.com
 Board: 2985
 Region: 0
 Disaster Info:
 Previous Scholarship Recipient:
 Course End Date: 1/14/2020
 Amount Paid: \$100.00

[Click here to make changes to your Application Information](#)

Upload Supporting Documentation
 Please upload only valid .jpg, .tif, or .pdf files. Each individual file size is limited to 2MB.

Description:

File: Choose File

Upload Cancel

Files Already Uploaded:

| Description | File Type |
|-------------|-----------|
|-------------|-----------|

Documentation required:

- proof of course completion
- proof of payment for course

This information can be uploaded electronically. If you are having problems uploading your documentation, please call 770-451-1831. Supporting documentation must be received by the scholarship application deadline.

Please print this page for your records
 Once you are finished uploading and have printed this page, please click the following button:
 Finish

Type the name of document in the "Description" box.

To upload a document, click the "Choose File" button.

Click the "Upload" button.

Once the document has been uploaded, it will appear in the list of "Files Already Uploaded" box.

Office Address:
Home Phone:
Office Phone:
Email: lsjrent@garealtor.com
Board: 2985
Region: 0
Disaster Info:
Previous Scholarship Recipient:
Course Taken: ABR
Course End Date: 1/14/2020
Amount Paid: \$100.00

[Click here to make changes to your Application Information](#)

Upload Supporting Documentation
Please upload only valid .jpg, .tif, or .pdf files. Each individual file size is limited to 2MB.
Description:
File: No file chosen

Files Already Uploaded:

| Description | File Type |
|-------------|-----------|
|-------------|-----------|

Documentation required:

- proof of course completion
- proof of payment for course

This information can be uploaded electronically. If you are having problems uploading your documentation, please call 770-451-1831. Supporting documentation must be received by the scholarship application deadline.

Please print this page for your records
Once you are finished uploading and have printed this page, please click the following button:

Then, to complete the application process, click the "Finish" button at the bottom of the page.

Office Address:
Home Phone:
Office Phone:
Email: cmccaleb@garealtor.com
Board: 2985
Region: 0
Disaster Info:
Previous Scholarship Recipient:
Course Taken: ABR
Course End Date: 1/10/2020
Amount Paid: \$100.00

[Click here to make changes to your Application Information](#)

Upload Supporting Documentation
Please upload only valid .jpg, .tif, or .pdf files. Each individual file size is limited to 2MB.
Description:
File: No file chosen

Files Already Uploaded:

| Description | File Type |
|---------------------------------|--|
| Sample Document | application.pdf Delete |

Documentation required:

- proof of course completion
- proof of payment for course

This information can be uploaded electronically. If you are having problems uploading your documentation, please call 770-451-1831. Supporting documentation must be received by the scholarship application deadline.

Please print this page for your records
Once you are finished uploading and have printed this page, please click the following button:

You will then see the following page: (Be sure to scroll up to the top of the page to which you are redirected.)

The screenshot shows the Georgia REALTORS® website. The top navigation bar includes a search icon, contact information (770-451-1831), and links for MY ACCOUNT and LOGOUT. Below this is a secondary navigation bar with icons and labels for EVENTS, LAW & ETHICS, EDUCATION, ADVOCACY, MEMBERS, ABOUT GAR, and FIND... The left sidebar is titled 'EDUCATION' and contains a search box for upcoming classes and a list of menu items: GRI, Partners in Education Program (PIE), Designations & Certifications, Online Education, Scholarships (highlighted), Overview, Licensee Scholarships, College Scholarships, CE Credit Information, NAR Code of Ethics Requirement, GREC Events, and Educational Videos. The main content area is titled 'Update Existing Application' and includes a sub-heading 'How to Update Your Application'. The text explains that users need to log in and provide their application number. It also provides a sample application number (3Q2017 - 1234) and lists supported file formats (jpeg, tif, or pdf). A link is provided for detailed directions on how to update the application. A 'SUBMIT UPDATE' button is visible, and a thank-you message is displayed at the bottom of the main content area.

EDUCATION

Search Upcoming Classes

GRI

Partners in Education Program (PIE)

Designations & Certifications

Online Education

Scholarships

Overview

Licensee Scholarships

College Scholarships

CE Credit Information

NAR Code of Ethics Requirement

GREC Events

Educational Videos

Update Existing Application

How to Update Your Application

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SUBMIT UPDATE

Thank you for submitting your Georgia Association of REALTORS® Scholarship Application online.