Uploading Scholarship Application Documents – Updating Your Application

Go to:

<u>https://garealtor.com/Education/Scholarships/GARLicenseeScholarships/UpdateAnExistingApplication/tabid/448/Default.aspx</u>. (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.

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Georgia REALTORS [®]	Í
Contact us: 770-451-1831	
MEMBER CENTER POLITICAL ADVOCACY LAW & ETHICS EDUCATION EVENTS RESOURCES ABOUT GAR	
You are here: Education + Scholarships + Update An Existing Application (Back	
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" 1Q2016 - 1234	
Click here for directions on how to update your application, including uploading documentation.	
Update An Existing Scholarship Application	
Application Number	-
Email Address	
Retrieve Application	

Next, you will see your application:

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

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If yes, please explain: Have you ever been the recipient of a GAR scholarship? Yes T If yes, in what year did you take the course for which the scholarship was received? [2016 Completed Program/Course for which Scholarship will be used: ABR Course for Date (nm/dd/yyyy): [2/21/2018 Amount of tuition paid: \$[250] (must have paid for the course if full to be eligible for a scholarship) By clicking the "Submit 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	n	
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. Note: Once you click the "Submit Application" button below, you will be redirected to a page to upload your proof of payment and proof of completion documentation. Submit Application		Ŧ

Next you will see a page that looks like this:

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

To upload a document, click the "Choose File" button. Files must be in a jpeg, tif or pdf format.

Click the "Upload" button.

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

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

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

