

# How to Complete Your High School (HS) Information Form

(Updated 6/17/11)

- 1) Go to [www.xula.edu/premed](http://www.xula.edu/premed) and click on "**XU Students Interested in Medicine, Dentistry, etc.**" then "**Fall Meetings**" under Special for New Freshmen. Download the blank **High School Info Form** that appears under the first meeting in August. The document will be in MS Word.
- 2) Open the form in **MS Word** (any other word processing application will NOT work).
- 3) At the top of the HS Information Form, there is a gray **HEADER** that reads "High School Information for (Insert Your Name)". Please double-click on the **HEADER**, type your name where indicated, and remove the parentheses.
- 4) Complete the entire HS Information Form to the best of your knowledge.
- 5) Once you have completed the entire HS Information Form, you should save it to your computer or an external memory device (if using a public computer). Please save your document as follows:
  - a. Select "File" then "Save As" in MS Word menu bar at top of screen.
  - b. Select the "location" where MS WORD should save your document (i.e. flash drive, disk, desktop, etc.).
  - c. Change the document name to LastNameFirstNameHS.doc (for example, if your name is James Doe, name your document DoeJamesHS.doc).

NOTE: If the file is named with an extension other than ".doc", we will NOT be able to open it. For example, newer versions of MS Word put the ".docx" extension on files; if this is the case with your document, please make sure to change the extension to ".doc".

  - d. Make sure the document "type" or "format" is "Word Document"; doing so should prevent the document from being saved with the **WRONG** extension as indicated in the previous step.
  - e. Click "Save" button.
- 6) Send the completed HS Information Form (that you just saved) to the Premedical Office at [xupremed@yahoo.com](mailto:xupremed@yahoo.com) as an email attachment. You may also want to "Cc" yourself to make sure the attachment can be opened and read in MS Word.
- 7) Check your email to see if the Premed Office **SUCCESSFULLY** received the attachment. Your HS Information Form will be filed in the Premed Office and will be used when preparing your medical, dental, etc. school application.