

## INSTRUCTIONS FOR COMPLETING THE STTAR BUSINESS APPLICATION FORM

1. Use the TAB key on your keyboard to easily navigate through the fields in the form.
2. The Spacebar or mouse can be used to check or uncheck the checkboxes.
3. Click on the dropdown box to display the list of choices.
4. Use the (mm/dd/yy OR mm-dd-yy) format for entering in dates.
5. Save the file to your computer. (File > Save As...)
6. Send the file to Elizabeth Jung:
  - o With the file still open, go to File > Send To...> Mail Recipient (As Attachment)...
  - o When your email application opens, type [Elizabeth.Jung@ndsu.edu](mailto:Elizabeth.Jung@ndsu.edu) in the To... field.