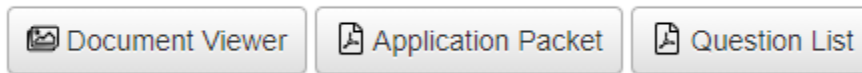Northwest Minnesota **FOUNDATION**

How to print paper applications off Foundant

1. After logging in, click on the project name (aka name of student) – likely will be in light blue color.

2. On request tab, go to far-right pencil icon ⬚ (called View application)
3. On next page, it will show you three tabs near the top of the page:

🖼 Document Viewer	📄 Application Packet	📄 Question List

   a. **Document Viewer** = attachments from application (acceptance letter, transcripts, letters of recommendation) only
   b. **Application Packet** = application and all of the documents attached to the application (application, acceptance letter, transcripts, letters of recommendation)
   c. **Question List** = this would just show the questions on the application. Not the answers.
4. All of those would download to a PDF. You would then print from the PDF document.