

# PARTICIPANT FORMS

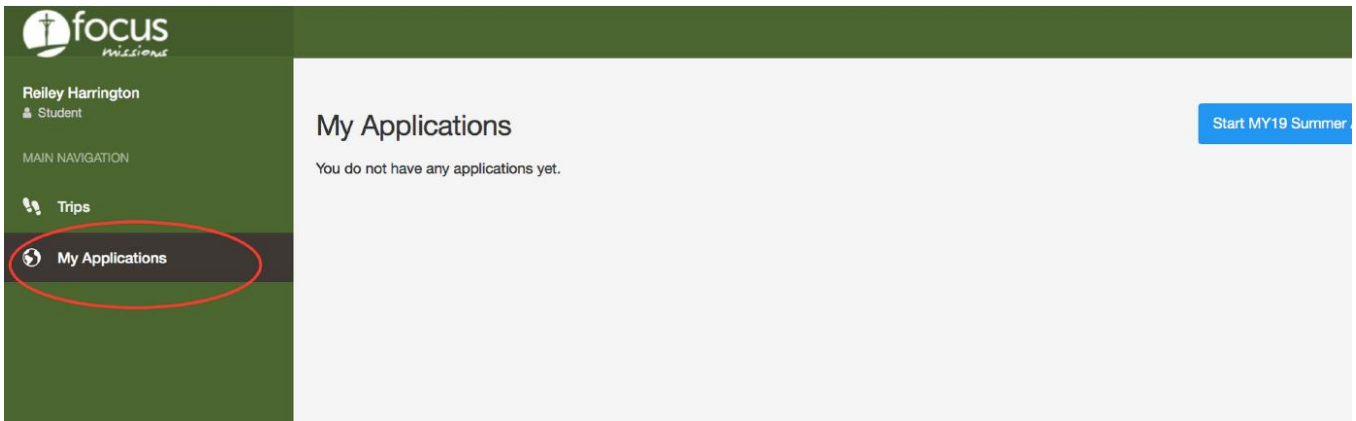


This guide gives instructions on how to upload your participant forms.

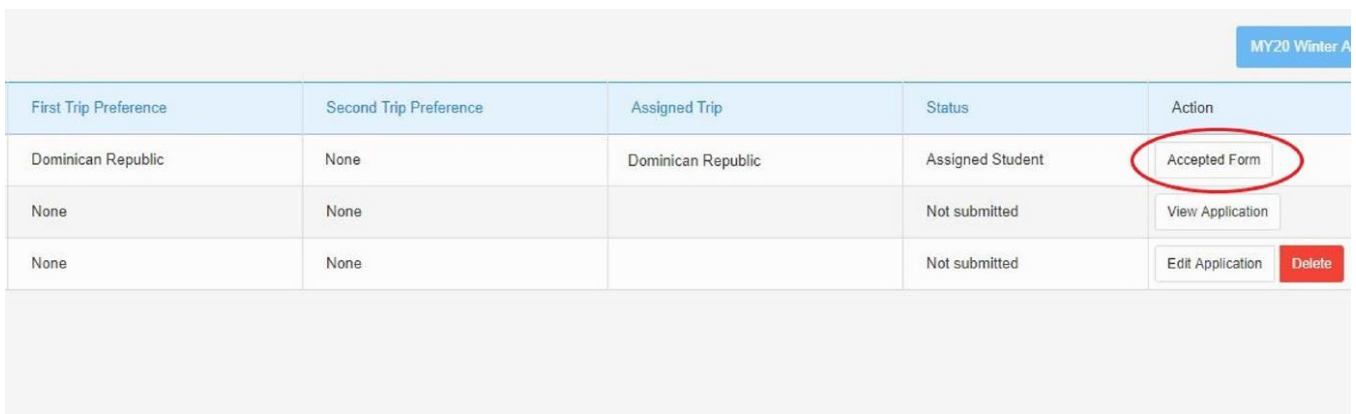
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## THE PROCESS FOR UPLOADING YOUR FORMS

1. Go to [apply.focusmissions.org](https://apply.focusmissions.org) and log in
2. Click "My Applications"



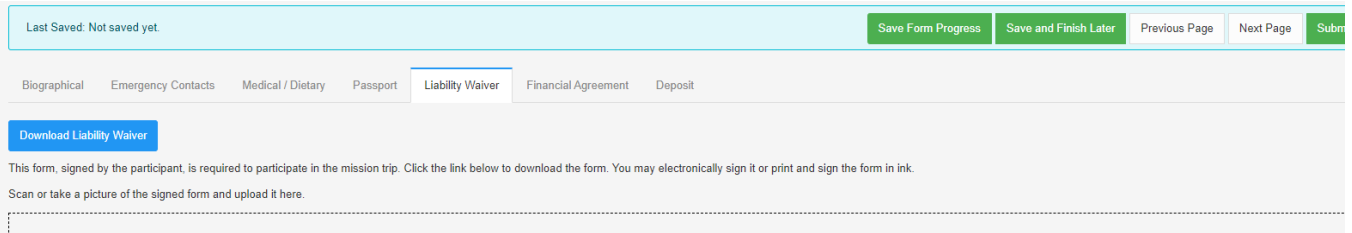
3. Click "Accepted Form" for your trip



First Trip Preference	Second Trip Preference	Assigned Trip	Status	Action
Dominican Republic	None	Dominican Republic	Assigned Student	Accepted Form
None	None		Not submitted	View Application
None	None		Not submitted	Edit Application Delete

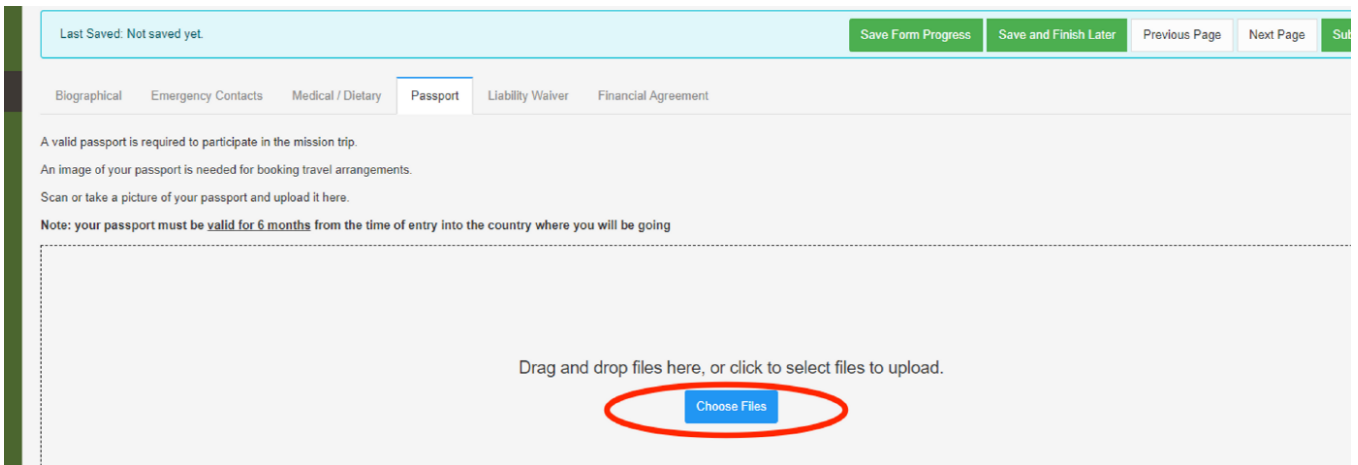
4. Complete the Biographical, Emergency Contacts, and Medical/Dietary tabs

## 5. Select "Liability Waiver" from the menu bar and download the form. Please fill out every initial and signature required.



## 6. Take a picture or scan ALL the pages of the form and upload it

- You must upload a PDF or JPEG. If you take a photo with an iPhone, please make sure you do not upload a live photo (.heic). We are unable to view live photos.



## 7. Repeat steps 5-6 for the financial agreement, and step 7 for your passport

## 8. Select "Submit Form" when finished

- Please submit your forms even if you do not have a passport. You can log back in and upload a picture of your passport even after you submit your forms.