



Supplemental Application Instructions

To Complete Fillable PDF Documents (such as the Release of Records, Student Medical History, and Applicant Recommendation) please:

1. On the "How to Apply" Page, please right click on the document you wish to fill out. To go to the "How To Apply" Page, please [click here](#).
2. Click "Open Link in New Tab."
3. Please fill out the document by clicking on the text boxes and typing your response. For responses that require a checkbox response, click the check box. If you click a checkbox by mistake, you unselect it by clicking again.
4. Make sure you do not close the tab, or click the back arrow. If the page is closed, you will have to restart the form.
5. When the form is complete, hold down the **Control** key (CTRL Key), and while holding down the key, press the "**P**" Key.
6. When the dialogue box appears, release the control and the "P" key.
7. In the top right corner of the dialogue box, go to "**Destination**" and make sure "**Save as PDF**" is selected.
8. Congratulations! You have now saved your filled out PDF and may forward the document to admissions@subi.org.

Please let us know if you have any questions, comments, or concerns.