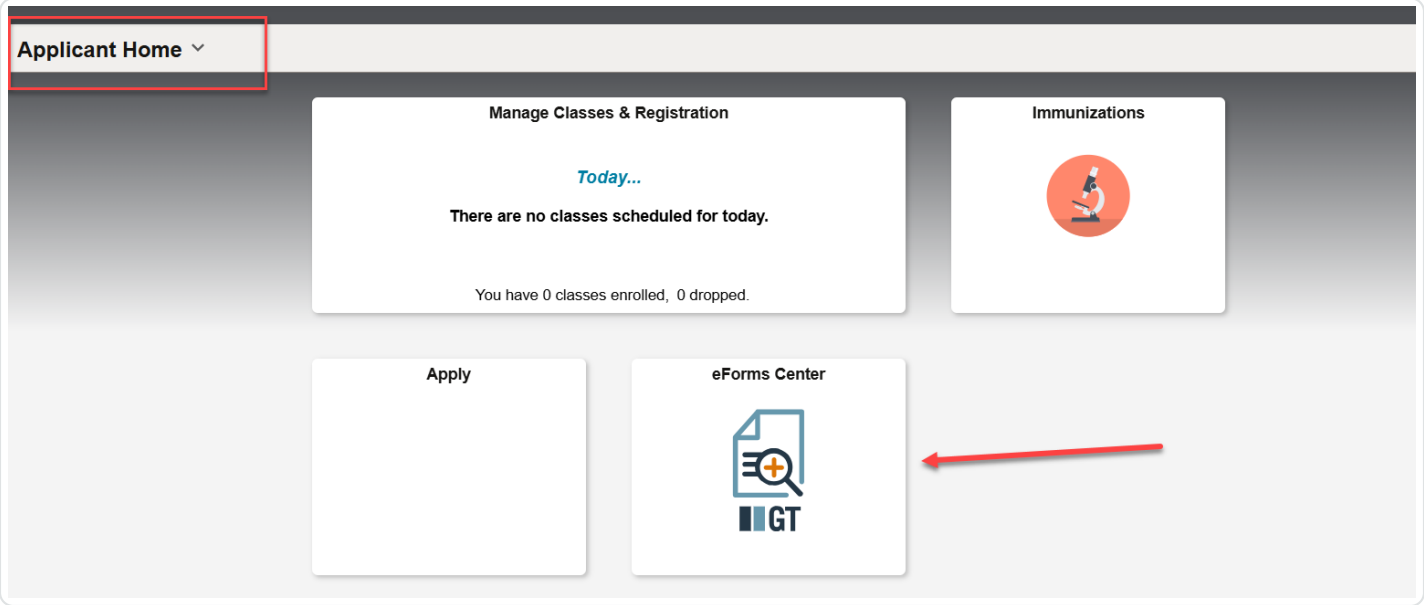
APPLICANT HOW-TO GUIDE

Essay/Resume eForm

How to access the form through your MyUTH applicant account

1 Open the eForms Center

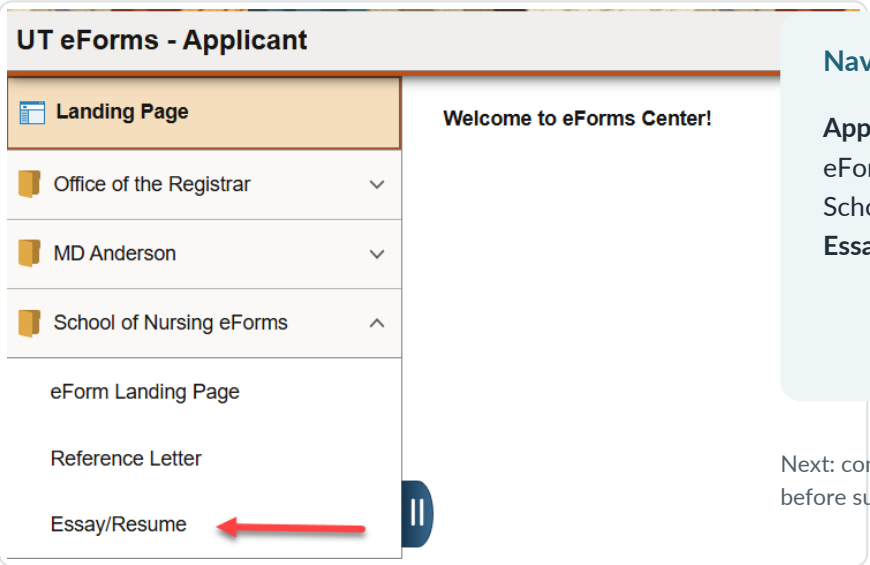
Sign in to **MyUTH**. From **Applicant Home**, select the **eForms Center** tile.



MyUTH Applicant Home: select the eForms Center tile indicated by the arrow.

2 Select the School of Nursing form

In **UT eForms - Applicant**, expand **School of Nursing eForms** and select **Essay/Resume**.



Navigation path

Applicant Home
eForms Center
School of Nursing eForms
Essay/Resume

Next: complete the eForm and review all required fields before submitting.

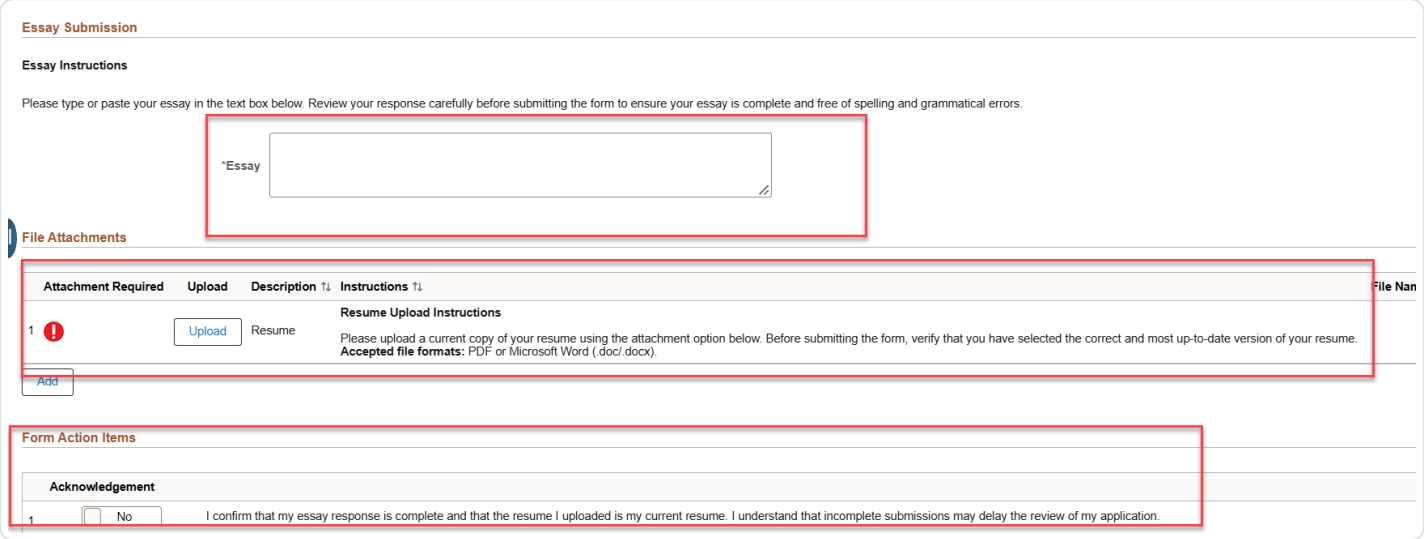
APPLICANT HOW-TO GUIDE

Essay/Resume eForm

Enter your essay (if required), upload your resume, and acknowledge

3 Complete the submission sections

Follow the instructions shown in the Essay Submission, File Attachments, and Form Action Items sections.



Example: essay field, resume upload, and acknowledgment are marked in red.

STEP 4

Essay submission

If displayed for your program, **type or paste** your essay into the text box. Proofread your response before continuing.

STEP 5

Resume upload

Select **Upload** beside Resume and attach the correct current file. Accepted: **PDF, DOC, DOCX.**

STEP 6

Acknowledgment

Read the statement under **Form Action Items** and select the acknowledgment to confirm your submission.

Final review

Confirm that all items shown as required are complete, your essay is final (when applicable), and your resume has uploaded successfully. Follow the on-screen instructions to submit the form.

Note: Requirements can vary by academic plan. Some applicants may be asked for a resume only.