

Option to Upload a student's Sending Interview directly to their service case/online application

1. Go into the Student's Service Case and select "**Upload App Form**"

Service Case : Detail

Placement Info. (0,0)	Person Info.	Travel Info. (0,0)	Activity
Finance Info.	Support Info.	Extra Info.	Verification Worksheets
Interest Info. (3)	Monthly Contact	History Log	Checklist
Exchange Summary	Resend Pax Info	Find Duplicate	Upload App Form
Print Form	Questionnaire		

2. Select "**Create**"

Manage Upload OA Form


Select Form to upload

Form Name	Status	Create Date	Create By	
Sending Interview Form	-		,	Create


Cancel

3. Fill in the **required fields** and **upload** the interview

Basic Information

Interview Conducted By  [?]

Document Status

Interview Conducted Date 

Interview Type ▼

Created By

*Once you click "Submit" an AFS staff member will be notified and will review the submission. They will let the person who submitted the interview know if it has been approved, or if there is missing information.

*Please note that you can also still send sendinginterviews@afs.org your students interview as before, this is just another option .