



How To Use The ACES Digital Application Materials

What you need to complete the PDF Forms or MS Word Forms.

For PDF Forms, you will need either Adobe Acrobat Reader version 5.0 or higher or Adobe Acrobat Professional to be installed on your computer. Adobe Acrobat Reader is free software (www.Adobe.com) which allows you to fill out forms and print forms ONLY. You cannot save the form on your computer or email it. Adobe Acrobat Professional (it is NOT FREE) will allow you to save PDF forms to or email PDF forms from your computer.

For MS Word Forms, which are Word documents, you will need Microsoft Word or Microsoft Office.

How to complete the digital forms?

To complete the **Initial Information Card (MS Word Forms)**:

1. Open the Initial Information Card on a computer. It is a Word document. You can fill out and save it on the computer.
2. Make sure all information is **EXACTLY** same as it appears in the students' passports. The information provided here will be used to issue U.S. visa form DS-2019.
3. Email the form as an attachment to: **cabbitt@sister-cities.org**

To complete the **Application Form (PDF Forms)** on the computer, please follow these steps:

1. Open the application form that you need to complete. It is a PDF file.
2. Move the cursor either in the boxes/blank fields or next to the boxes/blank fields. The cursor will change from a "hand" to a "pointing finger" or a "vertical line". Left click the mouse. You should be able to check a box or complete a blank field.
3. After the form is completed, print, sign and mail it to the Sister Cities Washington, D.C. office. (Please note: the completed PDF forms CANNOT be saved on your computer without losing all the information if you use Adobe Acrobat Reader.)

To complete the **Application Forms** by hand, please follow these steps:

1. Open the Application form that you need to complete and print it out.
2. The form can now be completed by hand. Beside signatures, all contents have to be print and easy to be recognized.
3. After the form is completed, please mail it to the Sister Cities Washington, D.C. office.