

# Completing the UrbanPromise Intern Application

Thank you for your interest in the UrbanPromise Intern Program. You can find the online application here. It is a PDF form that you can fill out online. You will not be able to save your completed form, so once you have filled in all fields, you have two choices.

1. Print out the form and mail it, along with your answers to the Questions on Page 2, to:  
UrbanPromise  
PO Box 66047  
Vancouver, BC V5N 5L4  
ATTN: Coral Scott
2. Send it via email to [coral@urbanpromise.ca](mailto:coral@urbanpromise.ca). If you aren't certain how to send a PDF form via email, there are instructions below. Be sure to attach your answers to the Questions on Page 2 to the email as well.

## **Emailing the Application:**

- **OPTION 1: MS Outlook**
  - If you use Outlook to send email, click the "Submit by Email" button
  - In the box that pops up, click Desktop Email Application
  - Click "OK".
  - In the next box click "Send Data File"
    - You can also use the "Print Form" button to save a copy of your application.
  - Your Email program will open up an email for you, which already has the data attached in the form of a .xml file. At this point, you should also attach your Word document containing your answers to the application questions. You can also write a note to Coral as you would with any other email, if you like.
  - Once your message is complete, hit send and you are done.
- **OPTION 2: Gmail/Hotmail/Yahoo Etc.**
  - Click the "Submit by Email" Button
  - In the box that pops up, click "Internet Email"
  - Click "OK".
  - The next box gives you instructions for emailing your application, which are restated here:
    - Click the "Save Data File" box which will save a copy of your data as an .xml file. Save this as you would any other file – just remember where you save it!
  - Once your file is saved, you are ready to send an email. Open your email program and compose an new email to [coral@urbanpromise.ca](mailto:coral@urbanpromise.ca)
  - To this email, attach both the .xml file you just saved and the Word document with the answers to your application questions. Add any message you have for Coral.
  - Hit send, and you are done.