**Pacific Union College**

**World Missions**

NAD Application Instructions Sheet

NORTH AMERICAN DIVISION VOLUNTEER ONLINE APPLICATION INSTRUCTIONS

There are some things you will need BEFORE you sit down to do this. First of all, you must be completely processed by the World Missions Office before the online application will become effective, although you can start filling it out at anytime. Most of it is self-explanatory, but here are some tips to make the process easier.

1. First of all, go to the website, **HeSaidGo.net**. On the home page you will see 4 bright green globes. Hold your cursor over the first one and the 4th item down says “Volunteer Login”. Click on it. The next page will be titled “Before You Apply.” At the bottom of that page, there will be a link that says “Volunteer Login.” Click on it.
2. A page will pop up for volunteer login. At the bottom of the page, there is a link to “Create New Account.” Click on this link. The next page will ask for some basic information. Under the “Division,” “Union” and “Conference” bars, put the information for the church where you are currently a member. Select “Pacific Union College” as your sending college/institution. Enter a username and password. Remember what it is!
3. This will bring you to your home page. On the left of the page is a list containing all the necessary application parts. Fill these out. It is important to read the red-starred instructions. Remember to click the "Save and Continue" button at the end of each page before continuing to other sections.
4. **Information you will need to properly fill out the application:**
* Social Security#
* Passport# and country
* Baptism Year
* Current Address Information (this is your DORM address)
* Permanent Address (home address where you live when not at PUC)
1. **Spouse Information Section:** if you’re not married, click the box that says “I have no spouse”
2. **Child Information Section**: if you do not have children, click the box that says “I have no children”.
3. **Service Interest Section** – be prepared to write your 50 words describing your motivation for service and 50 more words to describe your experience in Christian witnessing.
4. **Under “Application Details”** you will be asked if you’re working with a college coordinator—you are! Click “Select”. Fill in “Maia” for the last name. Click “Select” and it will add Fabio Maia’s name to your application.
5. **Dates Available** – Select the exact date you are available to leave and wish to return.
6. **Call Interests Section:** You do not have to list anything here. We will list your call choices when we send your paperwork to the NAD.
7. **Other Forms:** You have already filled in these forms. Do nothing. Just click “Continue”.
8. **Contact the Missions Office:** If you have any questions or problems while you’re trying to enter this info, call the Missions Office at ex. 7120 or email missions@puc.edu.
9. When you do the final submitting of the application, it will immediately be sent to the North American Division volunteer office. Please DO NOT submit your app until everything is filled out correctly. This will save you a lot of time. If there’s missing or incomplete items, we will be contacting you! If you have not completed the SM process, the NAD volunteer office will not process your application until we fax them all the rest of your paperwork with a memo stating that you’ve passed the PUC SM process.