

ENROLLMENT VERIFICATION REPORT (EVR) INSTRUCTIONS

1. Sign in to your ISTS portal to download the Enrollment Verification Report
 - a. Click link: <https://clients.applyISTS.net/Dream>
 - b. Enter your Username and password.
 - c. Click on the report called **Enrollment Verification Report**
 - d. Enter your Report Key and click the "View Report" button
 - e. To export the EVR into an excel document use the floppy disc icon above the generated report

If you have forgotten your username, report key, or have been locked out of the site, contact Elena.Salorio@thedream.us.

2. Fill out the EVR following the instructions in the report.
 - a. Only Scholars currently Eligible for funds will populate in the report (provide data on each one)
 - b. **Do not** delete any of the columns in the report (if you do, it will not upload successfully)
 - c. **Do not** make any changes to the data in the gray fields (**especially College ID**). If a college ID is incorrect, provide us the correct number in column K.
 - d. When saving your EVR, please use your Partner College name in the file name (example: York College EVR)
3. Once it has been completed, you will upload it to the ISTS File Sharing site using the following Website, Username and Password:
 - a. <https://files.applyISTS.com/>
 - b. Dream390_PC
 - c. vWkU%@Z5IO
4. After logging into the file sharing site, click on the green "Add Files" button.
 - a. Upload your EVR
 - b. Click on either of the blue "Start" buttons
 - i. After you click the "Start" button, you will receive a pop-up box stating the upload was successful. That only means that file successfully uploaded to the system and **does not** mean that everything in the file is good. Within a minute of the file being upload, the email address(es) will receive either a "Successful Upload" **email** or an "Errors" **email** (you will only receive the email if you provided an email address in cell B3, if you fail to provide one you will not know that you have errors that need to be corrected and your EVR will not be processed)
 1. If you receive an "Errors" email, please review the email attachment, and correct the errors listed before trying to upload it again
5. Once the payments are setup and ISTS sends the payment out, they will send an email to the email address(es) listed in the EVR alerting you that the funds have been sent via ACH and how to access the finalized copy of the EVR with award amounts for each scholar.
6. If a Scholar withdraws from courses after the add/drop period and is no longer eligible for a refund or fails classes, the amount paid for those classes will be deducted from their maximum award amount (this is part of our scholarship policy, communicated to Scholars on page 11 of their [National Scholarship Program Guide](#)).
 - a. We ask our Partner Colleges ensure Scholars are aware that withdrawing under these circumstances means they have less funds available to complete their degree
7. Confirmation of receipt of funds is required after each payment is sent. Be sure you respond to our outreach as soon as possible as this allows us to close out payments each term.
8. Reconciliation of funds should be completed at a minimum each academic year (preferably after each term). This ensures our Scholars ISTS scholarship accounts remain accurate and any refunds are added back to their accounts in a timely manner.
 - a. If a Scholar withdraws from courses before the add/drop period and is eligible for a partial or full-refund, funds must be returned accordingly:

- b. Return funds to ISTS via check with an accounting of the dollar amount returned by Scholar name and amount to ISTS 40 Burton Hills Blvd, Suite 170, Nashville, TN 37215
- c. Email TheDream.US Director of Scholarships (elena.salorio@thedream.us) confirming return amount and breakdown by Scholar

Helpful Information:

- If your PC **does not** have on-campus housing, please enter the same amounts (housing and expenses) in the on-campus sections that you enter for living with parents.
- For Current Term (cell B5), you need to enter the **number** and only the number (found in cell G4-9) that corresponds to the term (cell F4-9).
- If you have questions about a Scholar who's not appearing in your Enrollment Verification Report, reach out to elena.salorio@thedream.us.
- Reports are timestamped and once uploaded successfully cannot be used again for additions. If an addition is needed, you will need to run a new report and provide the necessary information (only include the scholar or scholars the addition pertains to (delete all other Scholar rows).
- If an update needs to be made to your EVR after you have successfully uploaded it, reach out to us and we will work with you on the needed changes.