

**Hair For You Foundation**  
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## PAPER APPLICATION FORM DIRECTIONS

*Please read carefully*

Our application forms on this site are “fillable” on your computer. This means that you can conveniently complete such form right on your computer by simply typing information into a form’s displayed fields. You can then print your completed form to your printer or print to PDF to save the completed form to your computer.

### **Software required to view and complete Screen Fillable PDF forms**

To access, view, download, complete and print fillable forms you will need to use Adobe Acrobat Reader 5.0 (or later). Adobe Acrobat Reader is available for free and can be downloaded from the following web site:  
<http://www.adobe.com/products/acrobat/readstep.html>.

**Please Note:** The free Acrobat Reader does not allow you to save a completed, or a partially completed form on your computer.

### **Downloading and Saving Blank PDF screen-fillable forms**

View the Form, then Save: double-click on the hyperlinked form title. With Acrobat Reader installed on your computer (or a purchased Adobe Acrobat product), the form will open within your browser displayed by the Acrobat Reader software. To save the form to your computer, click on the small disk icon that appears in the upper left hand corner of the Adobe Reader frame and again select the directory or folder of your choice (desktop recommended).

### **Complete Forms Offline in the Adobe Reader.**

*Avoid Completing Forms Online within your Browser.* Please Note: Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You will lose all entered form data if you browse to other web pages in the same browser window that you are using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the “back or “forward” buttons on your browser. Clicking either of these buttons will close the form and delete of all your information. We recommend that you open the Acrobat Reader program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Acrobat Reader independently from your browser or your Internet connection. Once you have located and downloaded a desired form to your PC, you are now ready to begin filling out the form.

### **Quick Guide:**

1. Download the application form and save a copy to your local drive (e.g.: desktop)
2. Complete all required information by typing within the document
3. Once all fields are completed electronically, save file
4. Print saved, completed document
5. Sign where indicated and applicable
6. Attach all required documents such as your personal statement, photo, and referral letter. *Note: Your treating physician will require permission from you prior to sending any required information in accordance with patient's confidentiality and HIPAA laws.*

### **Application Questions:**

If you should have any questions throughout the application process, please contact us at [application@HairForYouFoundation.org](mailto:application@HairForYouFoundation.org).

### **2 easy ways to submit your completed paper application:**

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**Scan and email to:**  
[application@HairForYouFoundation.org](mailto:application@HairForYouFoundation.org)

②

**Mail: (may delay application process)**  
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