LOOKUP INSTRUCTIONS

Use ONE of the following search criteria:

1. Search by School Name
   Use unique keywords to find your school. For example, if the name of your school is "Fort Richmond Collegiate", enter "Richmond" in the School Name field; if the name of your school is “University of Manitoba”, enter “Manitoba” in the School Name field.

   --or--

2. Search by City
   For example, if your school is located in Brandon, Manitoba, Canada, enter "Brandon" in the City field; if your school is located in Beijing, China, enter "Beijing" in the City field.

   --or--

3. Search by Province/State (Canada/US only)
   For example, if your school is located in Ontario, Canada, enter "ON" in the Province/State field. Use abbreviations in this search field - Do not spell out the full name of the province, state, or territory.

   --or--

4. Search by Country
   This should be used as a last resort as the number of entries will be large. For example, if your school is located in Florida, United States, enter "United States" in the Country field; if your school is located in Cairo, Egypt, enter "Egypt" in the Country field. Use the full name of the country if searching by country.

The results of your search will display above the search fields after you hit the "Search" button.

NOTE: It is best to search with one criteria (search field) at a time.
IF YOU CANNOT FIND YOUR HIGH SCHOOL:

- Type **Not Found** into the High School Name field
  - click search
  - click “School Not Found” in the results that appear.
- Complete the dates attended on the Academic Background - High School page.
- Once you have entered this information, click Save and Continue

A new page will appear where you can fill in the details of your high school.

IF YOU CANNOT FIND YOUR POST-SECONDARY INSTITUTION:

- Close the lookup window
- Complete the information directly on the Academic Background – Post-Secondary page