

Instructions For On-line Application

1. When you get to the first screen of the application, you will need to choose "Create a New Application" to set up your application username & password. When you return to the application, you will just log in with your username & password.
2. On the first screen, there is a statement about a background check. You will NOT be required to pay for a background check. Your background check paperwork will be completed at your local interview.
3. You must list **Mississippi Baptist Student Union** as the "organization applying through" on the "General" page of the application. If you do not choose this option, we will not receive your application.
4. You will be asked to enter a "project number" on the "general" page. If you are applying for a North American position, that project number will be found with the project description on www.missionsnow.net and in the Opportunities Paper. If you are applying for an international position, you can click on the "Project Numbers" link in the application. It will give a list of all the available IMB projects. You may apply for any of them.
5. Your reference forms will be completed on-line. You will be asked for the name and e-mail address of your references within the application. BEFORE you start the application, please be sure to confirm with each person that they are willing to do the reference form and get their correct e-mail address. Be sure to enter the e-mail address correctly. Errors will slow down your approval process. You will need a reference from each of the following:
 - A BSU director or church minister (if you are church applicant)
 - Pastor or other church minister
 - Friend
 - Professor or work supervisor
6. ****Your reference givers will not receive the e-mail asking them to complete the reference form until after your application has been submitted on-line.****
7. You have the option of completing the online application by sections. Each section must be completed and saved. You must save after completing each section, or your work will be lost. When you get ready to return to your application:
 - a. Go to www.missionsnow.net, log in at my.missionsnow.net using your e-mail address and PIN, and choose the "Continue an existing Student Missions application" option. You will then need to log into the actual application.
 - b. Or, you can also access the log in screen at <https://secure.imb.org/student/>
8. When you complete your application, you will be given an opportunity to print your application. Print 3 copies—1 for you and 2 for your BSU director or church minister. Then click the "Apply and Quit" button. Your application is not submitted until you click this button.