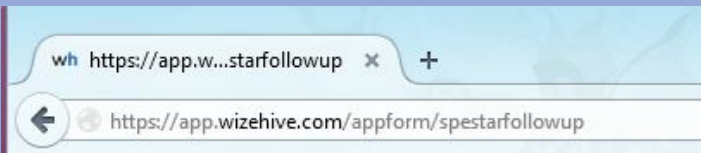


Academic Progress Portal Steps

Step 1 Navigate to the Academic Progress Portal

Use the '[Academic Progress Portal](#)' link from the instruction email.

Contact star@spe.org if you didn't receive the email or cannot find it.



Step 2 Log in

Use the log in and password found in the instruction email.

Do NOT create a new login.

A screenshot of a login form titled 'LOGIN'. It contains two input fields: 'Email' and 'Password'. Below the fields are two buttons: 'Login' and 'Forgot Password?'.

Step 3 Confirm Personal Information

Confirm your details in the 'Personal Information' section.

If any details are incorrect, please update your membership record.

A screenshot of the 'Personal Information' form. It includes the following fields: Last name (family name) * (Smith), First name (forename) * (John), Full Name * (John William Smith), Primary Email Address * (jwsmith@gmail.com), Secondary Email Address (jwsmith@gmail.com), and SPE Member Number * (1234567). There is a note about verifying current SPE membership and a warning not to create another login.

Step 4 Save Draft

Scroll to the bottom of the page and click 'Save Draft' to save your progress.

A screenshot of the bottom of the page. It features a 'Save Draft' button with an orange arrow pointing to it. Above the button, there is a confirmation statement: 'I hereby certify that the information I supplied is correct, and I have attached all of the documents completed as required.' and a 'Check Here *' section with a 'Confirm' checkbox. A 'PLEASE NOTE' section follows, advising that once submitted, the form cannot be edited or resubmitted.

Academic Progress Portal Steps

Step 5 Academic Progress Form

Read the online instructions and then click the link to open the [Academic Progress Form](#). You may need to download and save the file to your computer. Then open with [Adobe Reader](#).

Required Documents

Download the [Academic Progress Form](#). Type in all required information, then have it signed and stamped by a University Administrator. Scan and upload the complete, signed and stamped form below.

****If your browser cannot preview the file, try downloading it to your computer and opening it with Adobe Reader.**

Upload Academic Progress Form * (maximum size 300MB)

Step 6 Academic Progress Form: Section A

Complete 'Section A: Student Progress Details' of the Academic Progress Form and **SAVE** file.

Make note of the Key for * items at the bottom of the form.




Section A: Student Progress Details

Student name:	John William	Smith	
University name:	University of Texas at Austin		
University start date:	15 August 2014	Anticipated graduation date:	15 December 2018
Overall marks/grades*:	3.8	Highest possible marks**:	4.0
Degree type:	Undergraduate (Bachelor's)	Major/field of study***:	Petroleum Engineering
Enrollment status:	Full-time	Hours enrolled:	15
How many hours/credits are required to be a full-time student?:	12		
Most recently completed term			
Term name****:	Spring	Term marks earned*****:	4.0
PhD Students Only			
Thesis:			

Step 7 Academic Progress Form: Print & Submit

Print the Academic Progress Form and take to your University Administrator to complete 'Section B: University Administrator Validation' with signature **and** official university stamp.

Section B: University Administrator Validation

Administrator's name:	Jane Doe	
Administrator's title/position:	Dean, Department of Petroleum Engineering	
<input checked="" type="checkbox"/> I confirm the information provided by the student above is correct.		
		
University Official Stamp	Administrator's Signature	Date (dd/mm/yyyy)

Step 8 Academic Progress Form: Scan & Save

Once your University Administrator has completed (signed **and** stamped) 'Section B', scan and save it on your computer.

Save As PDF

Academic Progress Form

File name: 2015 Academic Progress Form - John Smith

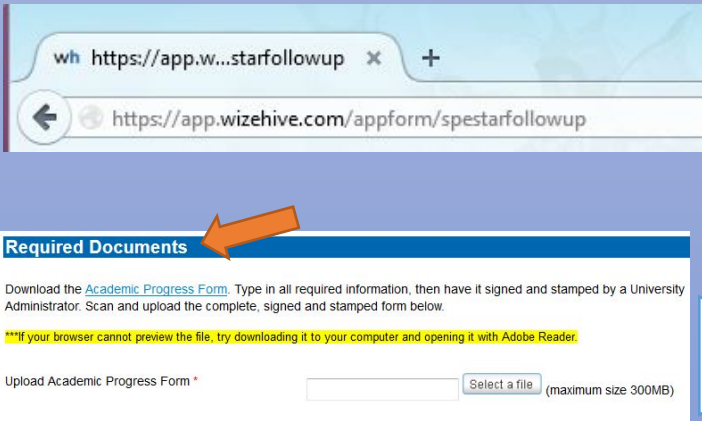
Save as type: Adobe PDF Files (*.pdf)

Buttons: Save, Cancel

Academic Progress Portal Steps

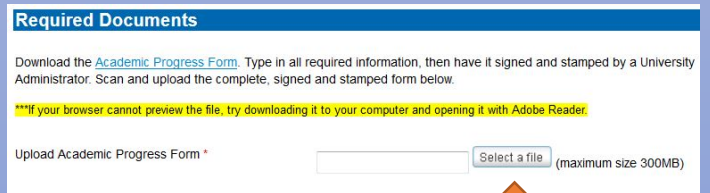
Step 9 Academic Progress Form: Upload

Log back into the [Academic Progress Portal](#) and scroll to the 'Required Documents' section.



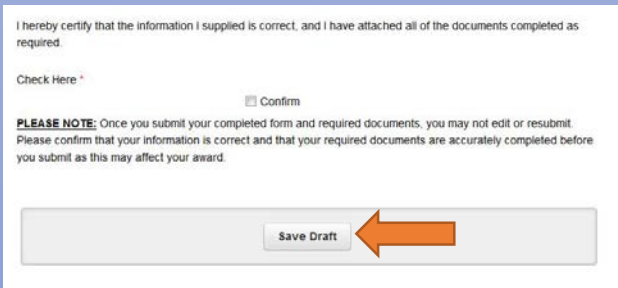
Step 10 Academic Progress Form: Upload

Click on 'Select a file' to upload your completed Academic Progress Form. Find the file you saved in step 8 and select the file for upload.



Step 11 Save Draft

Scroll to the bottom of the page and click 'Save Draft' to save your progress.

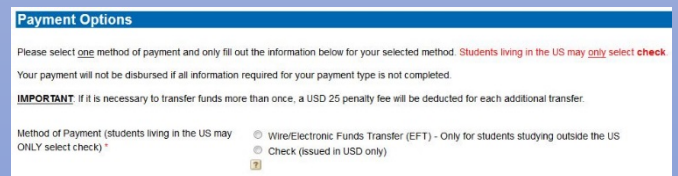


Step 12 Complete Payment Options

Read the online instructions and then complete the 'Payment Options' section.

Please note the following:

- Wire/electronic transfers (EFT) are *only* for students studying outside the US.
- Checks are *issued in USD only*.



Academic Progress Portal Steps

Step 13 Wire Transfers - Letter Required

If you are requesting a wire transfer, you are required to submit a bank letter confirming the following:

1. Name on account
2. Account number
3. SWIFT number and/or IBAN number
4. Bank name
5. Branch location

See sample letter in next block (zoom to enlarge)

*Skip to step 14 if requesting a check

This is a sample bank letter that shows the information required to receive a wire transfer from the US.

*Indicates required details

ABC Bank



123 Main Street Dallas, TX 75251
Phone 123-456-7890

*Name on Account: John William Smith

*Account No: 123456789

*Bank Name: ABC Bank

*Swift Code: XXXXXX

*IBAN: NO XXXXXXXXXXXXXXXXXXXXX

*BRANCH: 456 Main Street Dallas, TX 75251
BRANCH CODE: 1234

All above information is found correct. If any other information is required, please contact at 123-456-7890

Signature

Branch Manager, ABC Bank

Step 14 Review, Confirm & Submit

Review all information entered and make changes if needed. If accurate, check the 'Confirm' box and then click 'Submit'.

*****PLEASE NOTE: Once you submit your completed form and required documents, you may NOT edit or resubmit*****

I hereby certify that the information I supplied is correct, and I have attached all of the documents completed as required.

Check Here *

Confirm

PLEASE NOTE: Once you submit your completed form and required documents, you may not edit or resubmit. Please confirm that your information is correct and that your required documents are accurately completed before you submit as this may affect your award.

Submit

Questions? Need Help?

First review the [FAQs](#).

If you do not find the answer to your question in the FAQs, please contact us at star@spe.org.

star@spe.org